



Job Information

TSI046

ORGANISATION: PNG ACCIDENT INVESTIGATION COMMISSION
DIVISION: CORPORATE SERVICES
CLASSIFICATION: PROPERTY & ASSETS OFFICER
IMMEDIATE SUPERVISOR: FINANCE MANAGER – CORPORATE SERVICES

Selection Criteria

1. Completion of a diploma or degree in Business or Property Management from a recognized institution, or other relevant qualifications deemed acceptable by the PNG AIC.
2. A minimum of five (5) years of relevant work experience in property management and maintenance.
3. Must be well-versed in performing the duties and responsibilities of a Properties & Administration Officer.
4. Must hold a valid PNG Driver's License.
5. Demonstrated ability to effectively use Excel, Word, databases, and PowerPoint for administrative and reporting purposes.
6. Ability to complete tasks accurately, ensuring all details are correct and all processes are properly followed.
7. Strong verbal and written communication skills for liaising with stakeholders, preparing reports, and coordinating activities.
8. Ability to work independently and complete tasks efficiently with minimal supervision.
9. Demonstrated knowledge in the use of financial management such as IFMS and Sybiz systems.
10. Excellent English communication skills.
11. Proficient in the use of Microsoft office tools such as Word, Excel, PowerPoint, and Teams.

Application Process

To apply, submit a completed application containing the following documents:

1. A cover letter clearly stating the position being applied for and outlining the applicant's suitability for the role.
2. A detailed Curriculum Vitae (CV) including:
 - Personal contact details

- Educational qualifications
 - Employment history
 - Relevant professional experience
 - Professional memberships (where applicable)
3. Certified copies of relevant qualifications and certificates.
 4. At least two professional referees, including their current contact details.

Applications may be:

- emailed through **jobs@aic.gov.pg**
- Hand delivered at the **front desk** at the **AIC HQ at NAQIA Building on Morea Tobo Road.**
- Mailed to **P.O Box 1709, Boroko, NCD, 111, PNG.**

Deadline: **4:06pm, Friday, 3 April 2026.**

The AIC is an Equal Opportunity Employer. We are committed to promoting diversity, fairness, and inclusion in its workforce and are dedicated to ensuring a workplace that respects equality, professionalism, and merit-based recruitment.