



Job Information

TSI036

ORGANISATION: PNG ACCIDENT INVESTIGATION COMMISSION
DIVISION: CORPORATE SERVICES
CLASSIFICATION: RECEPTIONIST/SECURITY OFFICER
IMMEDIATE SUPERVISOR: ADMIN OFFICER – CORPORATE SERVICES

Selection Criteria

1. Grade 10/12 with current Police Clearance, Security Certificate or license obtained from reliable Security Training Institution.
2. Minimum three (3) years security guard experience in a government working environment.
3. Have adequate understanding and knowledge of the security rules and regulations applicable to any type of government organization operation.
4. Ability to casually communicate with Staff members and others and is able to keep official record or register book as required at the Security Front Desk.

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.