



Job Information

TSI031

ORGANISATION: PNG ACCIDENT INVESTIGATION COMMISSION
DIVISION: CORPORATE SERVICES
CLASSIFICATION: SENIOR HR & TRAINING OFFICER - CORPORATE SERVICES
IMMEDIATE SUPERVISOR: HR & ADMIN MANAGER – CORPORATE SERVICES

Selection Criteria

1. Minimum Diploma in Human Resource Management, Business Administration, or a related field from a recognised tertiary institution.
2. Minimum of 5 years experience in human resource management, HR administration, or a related role, preferably within a government agency, statutory authority, or professional organisation.
3. Demonstrated experience in coordinating recruitment processes, preparing employment documentation, maintaining employee records, and supporting general HR administrative functions.
4. Experience supporting staff performance management processes, implementation of HR policies, staff development initiatives, and general workforce management activities.
5. Sound knowledge of human resource management principles, recruitment procedures, employee relations, and general HR governance frameworks applicable within organisational or public sector environments.
6. Demonstrated ability to maintain confidential employee records, manage HR documentation systems, and ensure proper record keeping in accordance with organisational policies.
7. Strong proficiency in Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint) and experience using HR or administrative information systems.
8. Strong written and verbal communication skills with the ability to interact professionally with staff, management, and external stakeholders.
9. Excellent organisational and time management skills with the ability to coordinate HR activities, manage competing priorities, and support efficient office operations.

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.