



Job Information

TSI034

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

Selection Criteria

1. Bachelor's degree or Diploma in Human Resource Management, Education, Training, Management, or related field.
2. Minimum 3 years experience in training coordination and staff development.
3. Experience organizing training programs, plans, workshops, and professional development activities.
4. Experience maintaining training records and competency
5. Strong training coordination and program administration skills.
6. Ability to manage training schedules, logistics, and learning records.
7. Strong communication, planning, and stakeholder coordination skills.
8. Proficient in the use of Microsoft Office applications such as Word, PowerPoint, and familiar with the use of Excel.
9. Thorough knowledge of Public Service personnel procedures and practices, Public Service Management Act & General Orders and knowledge of general HR practices.
10. Proven effective writing, speaking and presentation skills. Proficiency in MS Office software package.
11. Certification in Workplace Training & Assessment is desirable.

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.