



PNG ACCIDENT INVESTIGATION COMMISSION
[PNG A.I.C.]

POSITION DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: PNG Accident Investigation Commission	POSITION NO: TSI029	
DIVISION: Corporate Services	DESIGNATION/CLASSIFICATION: Executive Manager Corporate Services (Grade 11)	
BRANCH: Head Office	LOCAL DESIGNATION: Executive Manager - Corporate Services	
SECTION: Corporate Services	REPORTING: Chief Executive Officer	POSITION NO: TSI001
LOCATION: Head Quarter, Port Moresby	INCUMBENT: Vacant	

HISTORY OF POSITION

DPM FILE NUMBER	DATE OF VARIATION	DETAILS
SCMC-1-13-AIC-1/2025/cl	14-January-2026	Organization & Remuneration Structure

2. PURPOSE

The Executive Manager Corporate Service is responsible for overseeing the administration of the AIC in the areas of HR, Finance, ICT and Property to support the smooth running of the Agency in line with objectives in the Corporate Plan, Annual Plans, and its best practice in compliance with Public Service General Orders and applicable Legislations, AIC HR Policies & Procedures and AIC Finance Manual. The Executive Manager Corporate Services will oversee and delegate responsibilities to the HR & Training Manager, Senior ICT&DT Officer, the Finance Manager and the Assets and Administration Officer.

3. DIMENSION

Staff

- The position is responsible for the entire staff of the Corporate Services Division.
- The position is responsible for managing the functions of the entire Finance Section, Human Resource and Training Section, ICT Section, Assets and Administration and providing management support to the Corporate Support Services.

Equipment:

- Responsible for all the enforcement equipment and instruments.

4. NATURE AND SCOPE

Reporting Relationships

- The Executive Manager Corporate Services position reports directly to the Chief Executive Officer.

Work Environment

- The Executive Manager Corporate Services is more focused on formulation and developing major policies, programs and plans to improve cost effective measures aimed at revitalizing services of the section in terms of financial maintenance, development and budgets.
- The position is responsible for implementing these policies, plans and programs in order to achieve the mission, vision and objective of the division and the entire department.

Constraints Framework and Boundaries

- The Executive Manager Corporate Services will work within the framework of Public Service General Orders, Public Service Management Act, Public Finance management Act, Regulations, and provision of relevant Acts of Parliament concerning the approval of the Annual Budget.
- The Executive Manager Corporate Services makes appropriate decisions to maintain AIC's financial position within budget and makes decisions within the scope of its work and position.
- The Executive Manager Corporate Services makes recommendations on staff recruitment, procurement, internal resourcing, budgeting, audit and finance and ICT.

Challenges

- Getting the support of the CEO in the financial management and entire administration matters of the AIC.
- Developing and implementing Department, Divisional and Section initiatives to improve the performance and capacity of the AIC.
- Promote better working relationships within the Division.
- Initiate and develop changes within the Division, and
- Being responsive to sudden increases in workload due to unpredictable aviation accidents and incidents.

Working Relationship

Internal

- Chief Executive Officer
- Executive Manager Investigations
- Other concerned Divisional and Sectional Heads.

External

- Liaison with the Departments of Treasury, Finance, National Planning, Personnel Management and other appropriate Government Bodies/Agencies and stakeholders on financial and policy issues on behalf of the Department.

5. QUALIFICATIONS, EXPERIENCE, KNOWLEDGE AND SKILLS

Qualifications

- A recognised degree or higher qualification in Business Management, Accounting, Finance, Public Administration, Human Resource Management, or relevant discipline from a recognised tertiary institution.

Experience

- Demonstrated senior management experience in corporate services, finance and administration, human resources, public administration, or a related field, preferably in a public sector, statutory authority, regulatory agency, or recognized medium to large private sector organisation.
- Demonstrated experience in preparing, managing and monitoring annual budgets, cash flows, quarterly budget reviews, financial reports and expenditure controls, particularly within a limited or controlled budget environment.
- Have experience in Finance and Administration management and Human Resource management functions and overseeing Information and Communications and Assets and Property functions.
- Also have experience in developing and implementing annual budgets, quarterly budget revisions, and other financial reports as required by the relevant government authorities.

Knowledge

- Excellent knowledge of HR Systems, appropriate knowledge of Public Service General Orders, and Performance Management Systems.
- Sound knowledge of public sector governance, accountability and compliance requirements, including financial management, procurement, audit, reporting and administrative controls.
- Demonstrated knowledge and experience in human resource management, including recruitment, performance management, discipline, staff welfare, employment records, leave administration, training coordination and workforce planning.
- Excellent knowledge of Public Service Management Act, Budgeting, and management of financial systems.
- Proven ability to lead, supervise, mentor and manage multidisciplinary teams, including staff responsible for finance, human resources, administration, ICT, procurement, assets, records or property management.
- Good understanding of financial auditing procedures.

- Good understanding of Government procurement procedures.
- Good understanding of staff management and of performance management systems and procedures.

Skills

- Ability to develop, implement and monitor corporate policies, procedures, manuals, internal controls and administrative systems to improve accountability, efficiency and organisational performance.
- Demonstrated ability to work professionally with internal and external stakeholders
- Strong written and verbal communication skills are essential
- Sufficient understanding of ICT systems and digital business processes to provide executive oversight, support system improvements and ensure effective corporate service delivery.
- Strong written and verbal communication skills, including the ability to prepare clear reports, briefs, submissions, correspondence, policies and advice for the CEO, Commission, government agencies and other stakeholders.
- Demonstrated integrity, confidentiality, sound judgement, accountability and ability to make balanced decisions at senior management level.
- Ability to work under pressure, manage competing priorities, meet deadlines and support organisational continuity in a small agency environment with limited resources.
- Ability to develop and implement policies & procedures in all areas of corporate support.
- Ability to establish financial management and budgeting systems. Ability to monitor IT and communication systems and direct improvements.
- Ability to oversee payroll functions and ensure legislative obligations are met in respect of payroll administration, tax, superannuation and reporting.
- Demonstrated ability in making decision at the senior management levels.
- Ability to oversee property management functions.

6. PRINCIPAL ACCOUNTABILITIES

Financial Management

- Oversee all financial operations, including budgeting, financial planning, expenditure monitoring, and financial reporting.
- Ensure compliance with financial legislation and best practices, maintaining the financial integrity of the AIC.

- Monitor expenditures closely to ensure that budgets are adhered to, and any potential overruns are communicated to and approved by the CEO.
- Ensure that appropriate records are maintained and reflect all financial activities.
- Exercise financial delegations
- Ensure that financial manuals, templates, checklists, and other guidance documents are regularly reviewed, updated, and aligned with current best practices and regulations.
- Propose and implement changes to financial policies and procedures as needed to enhance efficiency and compliance.

Audit Facilitation, Compliance & Corrective Actions

- Ensure that both internal and external audits are effectively and timely facilitated, supported, and all necessary documentation, information furnished.
- Work closely with auditors to ensure a clear understanding of the AIC's operations and financial processes.
- Ensure that the AIC does not receive a qualified audit opinion by maintaining high standards of financial and operational integrity.
- Ensure compliance with financial regulations and accountability standards.
- Plan, develop, and implement responses to audit findings, and oversee the implementation of corrective actions to address identified issues.
- Monitor the progress of corrective actions to ensure timely and effective resolution of audit findings.

Information & Communication Technology (ICT) Management

- Manage the ICT functions of the AIC, ensuring that systems are secure, efficient, and aligned with the organization's needs.
- Oversee the implementation of new technologies and systems that enhance operational efficiency and support the AIC's strategic objectives.
- Ensure compliance with relevant ICT legislation, data protection laws, and information security standards.

Property & Asset Management

- Oversee the management and maintenance of all AIC properties and assets, ensuring they are utilized effectively and safeguarded against risks.
- Implement asset management policies and procedures to ensure that the AIC's assets are properly recorded, maintained, and replaced as needed.
- Ensure that all facilities meet regulatory compliance standards and support the operational needs of the AIC.

Compliance & Risk Management

- Ensure that all corporate services, including finance, ICT, and asset management, comply with relevant legislation, regulations, and policies.
- Develop and implement risk management strategies within the Corporate Services Division, identifying potential risks and implementing mitigation plans.
- Ensure that business continuity plans are in place and regularly updated, preparing the AIC for potential disruptions.

Human Resources

- Provide support and oversight as needed to ensure alignment with the overall corporate services strategy.
- Ensure HR and Training-related projects are implemented and achieve its objectives, by offering insights and recommendations that contribute to the AIC's operational efficiency.
- Ensure that HR manuals, templates, checklists, and other guidance documents are regularly reviewed, updated, and aligned with current best practices and regulations.
- Propose and implement changes to HR policies and procedures as needed to enhance efficiency and compliance.
- Ensure that training and development initiatives and performance-related matters are effectively managed and contribute to the organization's goals.
- Manage training programs for all Corporate Services Division staff, ensuring that they are adequately equipped to perform their roles effectively.
- Conduct regular performance assessments for Corporate Services Division staff, identifying training needs and proposing training plans to the CEO for implementation.
- Promote a positive organizational culture that values diversity, inclusivity, and collaboration.

Strategic Planning, Meetings & Reporting

- Participate actively in executive management meetings, staff meetings, and budget meetings, providing insights and updates related to corporate services.
- Prepare necessary documentation, reports, and presentations for meetings, ensuring that all information is accurate, relevant, and aligns with the AIC's strategic goals.
- Contribute to the AIC's strategic planning process by providing insights and recommendations related to corporate services.
- Develop and present annual activity and performance plans for the Corporate Services Division, aligning them with the AIC's strategic goals and ensuring that the Division's activities are well-coordinated and effectively managed.
- Develop and implement performance metrics for the Corporate Services Division, ensuring that objectives are met and continuous improvement is achieved.

- Prepare and present regular reports to the CEO, providing insights into the Division's performance and areas for enhancement.

Leadership & Team Management

- Lead the Corporate Services Division, ensuring that all team members are aligned with the AIC's mission and strategic objectives.
- Promote a culture of accountability, transparency, and continuous improvement within the Division.
- Foster strong collaboration within the Division and across the AIC, ensuring that corporate services support the organization's broader goals.
- Ensure that performance assessments are conducted regularly, and training needs are identified and proposed for planning and implementation.

Stakeholder Engagement & Collaboration

- Build and maintain strong relationships with central government departments, external partners, vendors, and regulatory bodies.
- Act as the focal point of contact for all matters related to corporate services, representing the AIC in discussions with stakeholders.

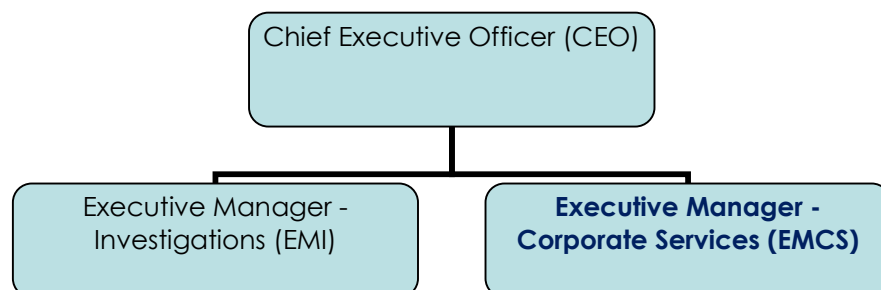
Exercise of Delegation

- The Executive Manager Corporate Services may exercise expressly delegated authority to approve expenditures within a specified limit and manage budgets.
- The Executive Manager Corporate Services may be authorized to make decisions on day-to-day operations, including procurement, resource allocation, and administrative functions.
- The Executive Manager Corporate Services is authorized to implement policies and procedures as approved by the executive team or the board, ensuring compliance of the Corporate Services Division.
- They may represent the organization and the CEO in external forums, negotiations, and discussions related to their area of responsibility.

Additional Responsibilities

- Perform other duties as directed by the CEO, consistent with the job description, as and when required.

7. POSITION IN CONTEXT



8. DISCLAIMER

The roles and responsibilities may change from time to time subject to internal reorganization, business expansion, additional responsibilities, Change in Government decisions, etc.

9. ACKNOWLEDGMENT

I have read and fully understand the job description for the role of the Executive Manager Corporate Service. I agree to carry out the duties as outline herein and understand that these duties may change according to divisional or organizational needs.

Signature (Job Holder) Print Name Date

Reviewed by:	Chief Executive Officer
Approved by:	Chief Executive Officer
