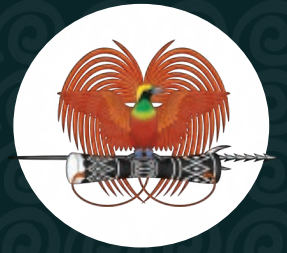




# INTERNAL REVENUE COMMISSION PNG



## VACANCIES

The Internal Revenue Commission PNG (IRC) Act 2014 establishes the IRC as a Statutory Authority and the "Commission" consisting of the Commissioner General and the Commissioners, as the governing body of the IRC. The IRC is responsible for the collection of most of PNG's Tax Revenue.

The Internal Revenue Commission PNG is looking for qualified, experienced and skilled individuals who are enthusiastic and motivated to contribute towards achieving the revenue collection goals of the IRC. Below are several job openings available within the IRC and all roles are located at the headquarters in Port Moresby.

Ref #	POSITION	REMMUNERATION
<b>Facilities &amp; Office Management Division</b>		
EXAD 1- 01	Fleet Officer	Base Salary K35, 742 plus Service Allowance
EXAD 1- 02	Fleet Officer	Base Salary K35, 742 plus Service Allowance
EXAD 1- 03	Fleet Officer	Base Salary K35, 742 plus Service Allowance
EXAD 1- 04	Fleet Officer	Base Salary K35, 742 plus Service Allowance
<b>Human Resource Division</b>		
EXAD 1- 05	Director Learning & Development	Base Salary K82, 978 plus Service Allowance & other allowances
EXAD 1- 06	Director Strategy Policy and Reporting	Base Salary K82, 978 plus Service Allowance & other allowances
EXAD 1- 07	HR Analyst	Base Salary K58, 534 plus Service Allowance & other allowances
EXAD 1- 08	HR Officer	Base Salary K46, 821 plus Service Allowance
EXAD 1- 09	HR Officer	Base Salary K46, 821 plus Service Allowance
EXAD 1- 10	Administration/Payroll Support Officer	Base Salary K35, 742 plus Service Allowance
EXAD 1- 11	Learning and Design Officer	Base Salary K52, 130 plus Service Allowance
EXAD 1- 12	Employee Relations Officer	Base Salary K52, 130 plus Service Allowance
<b>Information &amp; Communications Technology Division</b>		
EXAD 1- 13	Manager Service Desk & Desktop Support	Base Salary K58, 534 plus Service Allowance and other allowances
EXAD 1- 14	Database Administrator	Base Salary K58, 534 plus Service Allowance and other allowances
EXAD 1- 15	Service Desk Support Officer	Base Salary K42, 427 plus Service Allowance and other allowances
EXAD 1- 16	Service Desk Support Officer	Base Salary K42, 427 plus Service Allowance and other allowances
EXAD 1- 17	Desktop Support Officer	Base Salary K46, 821 plus Service Allowance and other allowances
EXAD 1- 18	Desktop Support Officer	Base Salary K46, 821 plus Service Allowance and other allowances
<b>Taxpayer Service &amp; Policy Division</b>		
EXAD 1- 19	Media Officer	Base Salary K58, 534 plus Service Allowance and other allowances
<b>Governance &amp; Reform Division</b>		
EXAD 1- 20	Projects Officer	Base Salary K58, 534 plus Service Allowance and other allowances
EXAD 1- 21	Projects Officer	Base Salary K58, 534 plus Service Allowance and other allowances
EXAD 1- 22	Business Planning Analyst	Base Salary K58, 534 plus Service Allowance and other allowances
EXAD 1- 23	Performance Reporting Analyst	Base Salary K58, 534 plus Service Allowance and other allowances
<b>Internal Audit &amp; Integrity Division</b>		
EXAD 1- 24	Manager Fraud Prevention & Security	Base Salary K58, 534 plus Service Allowance and other allowances
EXAD 1- 25	Internal Investigator	Base Salary K52, 130 plus Service Allowance and other allowances
EXAD 1- 26	Security Management Officer	Base Salary K35, 742 plus Service allowances
EXAD 1- 27	Security Management Officer	Base Salary K35, 742 plus Service allowances
EXAD 1- 28	Administration Support Officer	Base Salary K35, 742 plus Service allowances
<b>Tax Crime Division</b>		
EXAD 1- 29	Investigator	Base Salary K66, 112 plus Service Allowance and other allowances
EXAD 1- 30	Investigator	Base Salary K66, 112 plus Service Allowance and other allowances
EXAD 1- 31	Intelligence Officer	Base Salary K66, 112 plus Service Allowance and other allowances
<b>Services &amp; Processing Division</b>		
EXAD 1- 32	Office Manager	Base Salary K42, 427 plus Service Allowance

For further information interested candidates may contact the Recruitment Team at [recruitmentofficer@irc.gov.pg](mailto:recruitmentofficer@irc.gov.pg), telephone 3226772 / 3077095 / 3226521 / 307 7095 / 307 7102/ 3077117 and / or for Position Descriptions visit the IRC website: [www.irc.gov.pg](http://www.irc.gov.pg) or click on the link: [careers-at-irc](#).

Note\* The Other Allowances includes; Housing Allowance, Special Domestic Market Allowance and Gratuity.

For all applications submitted ensure the position and position reference # is stated in the subject of the letter and if the application is emailed ensure it's on the email subject for ease of reference.

**Closing Date: Friday 15th November 2024**

Interested candidates should apply with a covering letter, along with an updated copy of resume (spelling out work experience and 3x referees) and copies of educational attainments. You may also hand deliver your application to Bogan Gapo Building Level 3, HR Department or submit by post to:

The Manager HR Services  
Internal Revenue Commission PNG  
PO Box 777, Port Moresby, NCD  
Phone 307 7095/307 7102/307 7117/3226958  
Or Email to: [recruitmentofficer@irc.gov.pg](mailto:recruitmentofficer@irc.gov.pg)

\*ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.

Authorised by:

**MR SAM KOIM, OBE**  
Commissioner General  
Internal Revenue Commission PNG