



DEPARTMENT OF JUSTICE & ATTORNEY GENERAL

INTERNAL ADVERTISEMENT NO: 1/2024

"For a Just, Safe & Secure Society"

The Department of Justice and Attorney General, the Central Agency responsible for providing and administering Legal and Justice Services in Papua New Guinea invites expressions of interest from suitable qualified individuals for the following legal and non-legal positions respectively.

ASSETS & FACILITIES MANAGEMENT BRANCH					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGAF.13	SECURITY GUARD (HQ)	GR. 09	29,012	WAIGANI
2	DJAGAF.29	OFFICE ATTENDANT - HQ	GR. 06	21,498	WAIGANI
3	DJAGAF.93	ASSISTANT TECHNICAL OFFICER - DRAFTING	GR. 13	43,290	WAIGANI
EXECUTIVE MANAGEMENT BRANCH					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGEX.28	SNR INTERNAL AUDITOR - INVESTIGATIONS	GR. 15	51,050	WAIGANI
2	DJAGEX.31	PROCUREMENT & LOGISTICS OFFICER	GR. 14	46,696	WAIGANI
3	DJAGEX.38	EXECUTIVE ASSISTANT (NPC & CRIME PREVENTION)	GR. 14	46,696	WAIGANI
FINANCIAL MANAGEMENT BRANCH					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGFM.09	SENIOR BUDGET OFFICER	GR. 15	51,050	WAIGANI
2	DJAGFM.10	SENIOR EXECUTIVE ASSISTANT	GR. 12	40,324	WAIGANI
3	DJAGFM.13	CERTIFYING OFFICER	GR. 13	43,290	WAIGANI
4	DJAGFM.20	FINANCE OFFICER	GR. 13	43,290	WAIGANI
HUMAN RESOURCE MANAGEMENT BRANCH					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGHR.12	PERFORMANCE MANAGEMENT OFFICER	GR. 14	46,696	WAIGANI
2	DJAGHR.30	SENIOR PAYROLL OFFICER (PAYROLL AUDIT)	GR. 13	43,290	WAIGANI
INFORMATION COMMUNICATION TECHNOLOGY BRANCH					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGICT.09	EXECUTIVE ASSISTANT	GR. 12	40,324	WAIGANI
2	DJAGICT.31	JUNIOR IT SUPPORT OFFICER (PROVINCES)	GR. 12	40,324	WAIGANI
JUVENILE JUSTICE BRANCH					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGJJ.07	MANAGER JJ INSTITUTIONS	GR. 16	56,172	WAIGANI
LEGAL POLICY & GOVERNANCE BRANCH					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGLP.15	EXECUTIVE ASSISTANT	GR. 13	43,290	WAIGANI
2	DJAGLP.30	DRIVER	GR. 09	29,012	WAIGANI
LIBRARY & RECORDS MANAGEMENT BRANCH					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION

1	DJAGLR.19	RECORDS OFFICER (ARCHIVES)	GR. 11	36,387	WAIGANI
2	DJAGLR.20	RECORDS OFFICER (GENERAL)	GR. 11	36,387	WAIGANI
3	DJAGLR.21	DRIVER	GR. 09	29,012	WAIGANI
4	DJAGLR.24	RECORDS OFFICER (CURRENT)	GR. 12	40,324	WAIGANI
5	DJAGLR.25	RECORDS AND DATA ENTRY OFFICER	GR. 12	40,324	WAIGANI
LAW & JUSTICE SECTOR SECRETARIAT					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGLJ.15	COORDINATOR SECTOR MONITORING & EVALUATION	GR. 14	46,696	WAIGANI
2	DJAGLJ.18	LIAISON OFFICER	GR. 12	40,324	WAIGANI
CRIME PREVENTION COORDINATION					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGCP.32	CJSC COORDINATOR (IMBONGU)	GR. 14	46,696	IMBONGU
2	DJAGCP.33	CJSC COORDINATOR - TAMBUL NEBILYER	GR. 14	46,696	TAMBUL NEBILYER
OFFICE OF THE PUBLIC TRUSTEE OF PNG					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGPC.15	ESTATE OFFICER (SOUTHERN)	GR. 12	40,324	WAIGANI
2	DJAGPC.28	PRINCIPAL LEGAL OFFICER (HQ)	GR. 16	56,172	WAIGANI
3	DJAGPC.39	ADMINISTRATIVE OFFICER	GR. 12	40,324	WAIGANI
4	DJAGPC.40	PARALEGAL OFFICER	GR. 10	32,404	WAIGANI
5	DJAGPC.90	CERTIFYING OFFICER - SOUTHERN	GR. 12	40,324	WAIGANI
6	DJAGPC.91	OFFICER ATTENDANT (LAE)	GR. 07	23,643	LAE
PAROLE BOARD SERVICE					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGPA.07	MANAGER MONITORING & COMPLIANCE - HIGHLANDS & MOMASE	GR. 16	56,172	WAIGANI
PROBATION SERVICE BRANCH					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGPS.08	PROBATION OFFICER (NCD)	GR. 13	43,290	WAIGANI
2	DJAGPS.22	SENIOR PROBATION OFFICER (WNBP)	GR. 14	46,696	KIMBE
3	DJAGPS.24	SENIOR PROBATION OFFICER - MANUS	GR. 14	46,696	LORENGAU
4	DJAGPS.25	SENIOR PROBATION OFFICER (AROB)	GR. 14	46,696	BUKA
5	DJAGPS.33	SENIOR PROBATION OFFICER (SHP)	GR. 14	46,696	MENDI
6	DJAGPS.45	DISTRICT PROBATION OFFICER - KAINANTU	GR. 13	43,290	KAINANTU
7	DJAGPS.54	PUBLIC RELATION & EXECUTIVE OFFICER	GR. 14	46,696	WAIGANI
8	DJAGPS.57	DISTRICT PROBATION OFFICER - KIUNGA	GR. 11	36,387	TABUBIL
OFFICE OF THE SOLICITOR GENERAL					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGSG.07	PLO 6 - POLICE	GR. 18	73,138	WAIGANI
2	DJAGSG.34	SLO 4 MT. HAGEN	GR. 14	46,696	MT. HAGEN
3	DJAGSG.78	DRIVER	GR. 09	29,012	WAIGANI
4	DJAGSG.95	SLO 4 - EMPLOYMENT & NEGLIGENCE	GR. 14	46,696	WAIGANI
5	DJAGSG.106	SLO 4 LAE	GR. 14	49,290	LAE
6	DJAGSG.124	DRIVER/ LAW CLERK	GR. 10	32,404	WAIGANI
7	DJAGSG.158	SLO 4 - WEWAK	GR. 14	49,290	WEWAK

8	DJAGSG.159	SLO 4 - KIMBE	GR. 14	49,290	KIMBE
OFFICE OF THE STATE SOLICITOR					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGSS.06	PLO 6 GENERAL COMMERCIAL	GR. 18	73,138	WAIGANI
2	DJAGSS.08	PLO 6 CONTRACTS	GR. 18	73,138	WAIGANI
3	DJAGSS.35	SENIOR EXECUTIVE ASSISTANT	GR. 14	46,696	WAIGANI
4	DJAGSS.41	EXECUTIVE ASSISTANT	GR. 12	40,324	WAIGANI
5	DJAGSS.44	EXECUTIVE ASSISTANT	GR. 12	40,324	WAIGANI
6	DJAGSS.62	EXECUTIVE ASSISTANT	GR. 12	40,324	WAIGANI
VILLAGE COURTS & LAND MEDIATION SECRETARIAT					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGVC.58	SENIOR PAYROLL OFFICER	GR. 14	46,696	WAIGANI

Applicants are advised to address the following Key Selection Criterias on the Job Descriptions when applying:

- Skills, knowledge, abilities & experience gained which are relevant to the job.
- Statement to justify suitability for the position.
- An updated copy of your CV, three (3) written professional or character references from your current/ most recent employer.
- Clearly state the Position number, Designation and Classification of the position you are applying for.
- It is a prerequisite for all internal applicants to submit a copy of your updated CV and educational qualifications together with your application.
- All referees contact details (phone and email address) must be reliable as applications will also be assessed based on the referees check process.

A copy of the Approved Job Descriptions and Standard Public Service Internal Application Form can be downloaded from the DJAG Website (www.justice.gov.pg).

For more information contact the Human Resource Management Branch Recruitment Team on: 301 2823 / 301 2824 / 301 2816.

All applications must be submitted electronically, via this email address only: recruitment@justice.gov.pg. Hand delivered or postal applications will not be accepted.

When submitting your application, make sure the 'Subject' of your email should only state the position number you are applying for Example: DJAGEX.03 and the attachments must be in **ONE** PDF file format.

All applications should be attention to: **Recruitment Team – Human Resouce Management Branch**

Applications close at 4:06 pm on the 17th of September 2024. Incomplete applications will be rejected. Please note that only successful applicants will be notified.

Authorized by: **DR. ERIC KWA, PhD.**
Secretary

ENDORSED BY:
Dr Eric Kwa, PhD
Secretary
Department of Justice & Attorney General