



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

1. IDENTIFICATION	SEQ. NO.:	POS. NO. DJAGRJ.32
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFIATION CJSC COORDINATOR (IMBONGU) GR. 14	
OFFICE/AGENCY:	LOCAL DESIGNATION CJSC COORDINATOR (IMBONGU)	
DIVISION: JUSTICE ADMINISTRATION	HIGHEST SUBORDINATE	POS. NO.
BRANCH: RESTORATIVE JUSTICE & CRIME PREVENTION COORDINATION	IMMEDIATE SUPERVISOR ASSISTANT DIRECTOR CJSC GR. 17	POS. NO. DJAGRJ.16
SECTION: COMMUNITY JUSTICE SERVICES CENTRE	LOCATION: IMBONGU	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/RJ: 31/15	31 ST MARCH 2015	CREATE
HRM 8.1.20/RJ: 31/24	31 ST MARCH 2024	REVISED

2. PURPOSE

The Restorative Justice & Crime Prevention Unit (RJ & CP) was established by the Department of Justice & Attorney General in 2011 to:

1. Provide leadership in developing policy direction for RJ & CP programs in PNG.
2. Improve coordination and integration of RJ & CP programs across the nation.
3. Gather and report accurate statistical data on the effectiveness of RJ & CP programs.

4. Track national compliance with international standards and conventions relating to RJ & CP.
5. Develop strategies to enhance expertise among organizations and volunteers working in this field.

The purpose of the CJSC Coordinator (Imbongu) is to support the Assistant Director in ensuring that Community Justice Services Centres in the Imbongu operate effectively to serve the rural community.

3. DIMENSIONS

- **Financial Impact:** Responsible for managing resources allocated for the CJSC.
- **Staff Supervised:** None directly.
- **Resources:** Community Justice Services Centres in Imbongu.

4. PRINCIPLE ACCOUNTABILITIES

- Provide prudent support services to ensure Community Justice Services Centres operate at an acceptable level.
- Ensure resources are available and effectively utilized for the operation of the CJSC.

5. MAJOR DUTIES

- Liaise with stakeholders to manage Community Justice Services Centres.
- Conduct regular visits to various Centres and report on their status.
- Coordinate activities of the Community Justice Services Centre for Imbongu in consultation with key stakeholders.
- Ensure prompt utilization of resources for the Community Justice Services Centre in Imbongu for maximum benefit.
- Perform other duties as required and consistent with the above.

6. NATURE AND SCOPE

- **WORKING RELATIONSHIP**
 - **Internal:**
 - Reports to the Assistant Director on all CJSC program matters.
 - **External:**
 - Collaborates with other law enforcement agencies regarding Community Justice Services Centres.

WORK ENVIRONMENT:

- The position is statutory and administrative, focusing on Restorative Justice and Crime Prevention within the public service framework.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Adherence to Public Service General Orders and the Public Service Management Act.
- **Decision:** Making decisions regarding the effective management and operation of Community Justice Services Centres.
- **Recommendations:** Provide recommendations for improving Centre operations and resource utilization.

8. CHALLENGES

- Ensuring the effective operation of Community Justice Services Centres in remote areas presents a challenge due to limited resources and varying local conditions. The role requires adaptability and resourcefulness to overcome these challenges.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

- **Qualifications:**
 - Recognized University Bachelor's Degree in Social Work, Public Administration, or Psychology.
 - Diploma in Justice Administration with at least 2-3 years of relevant experience is considered equivalent.
- **Knowledge:**
 - Thorough knowledge of Restorative Justice and Community Justice areas.
 - Good understanding of Public Service General Orders and relevant legislation.
- **Skills:**
 - Proficiency in Microsoft Word and Excel.
 - Skills in developing and implementing community programs.
 - Strong communication and supervisory skills.
 - Excellent report writing abilities.
- **Experience:**
 - 4-5 years of experience in the Justice Administration field.