



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

1. IDENTIFICATION	SEQ. NO.:	POS. NO. DJAGRJ.33
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION CJSC COORDINATOR (TAMBUL NEBLYER) GR. 14	
OFFICE/AGENCY:	LOCAL DESIGNATION CJSC COORDINATOR (TAMBUL NEBLYER)	
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: TAMBUL NEBLYER	

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 - Tambul Nebilyer is to support the Assistant Director in ensuring that Community Justice Services Centres in the Tambul Nebilyer 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 Tambul Nebilyer.

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 Tambul Nebilyer in consultation with key stakeholders.
- Ensure prompt utilization of resources for the Community Justice Services Centre in Tambul Nebilyer 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.

