



## PAPUA NEW GUINEA PUBLIC SERVICE

**1. IDENTIFICATION**

<b>AGENCY:</b> Department of Justice & Attorney General	<b>SYS. POSN. NO:</b> DJAGJJ.07	<b>REF. NO:</b> DJAGJJ.07
<b>OFFICE:</b> Juvenile Justice Service	<b>DESIGNATION/CLASSIFICATION:</b> Manager JJ Institutions, Grade 16	<b>DIVISION:</b> Justice Administration
<b>LOCAL DESIGNATION:</b> Manager JJ Planning & Implementation	<b>BRANCH:</b> Juvenile Justice Service	<b>REPORTING TO:</b> Deputy Director - Administration & Operations, Grade 17
<b>SYS. POSN. NO:</b> DJAGJJ.02	<b>SECTION:</b> Juvenile Justice Service	<b>LOCATION:</b> Head Office, Waigani

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
HRM 8.1.20/JJ: 31/13	31st March 2013	Redesigned, Reclassified, Renumbered
HRM 8.1.20/JJ: 15/24	15th August, 2024	Revised

**2. PURPOSE**

The Manager JJ Planning & Implementation is responsible for the facilitation and coordination of planning and implementation aspects of the Juvenile Justice Service's operations. The position monitors the implementation of the annual activity work plans, Juvenile Justice Officer work plans, and Provincial Juvenile Justice Committee work plans. It is also responsible for the review, development, coordination, and implementation of the Juvenile Justice National Plans and related policies.

**3. DIMENSIONS**

- **Supervisory Responsibility:** Oversees the planning and implementation of Juvenile Justice Services.
- **Financial Responsibility:** Contributes to budget preparation and management within the Juvenile Justice Service.
- **Resources:** Manages the development and monitoring of plans, policies, and evaluation frameworks.

**4. PRINCIPAL ACCOUNTABILITIES**

- Ensure that all functions and powers of the Manager JJ Planning & Implementation are carried out diligently and professionally.
- Develop short, medium, and long-term plans for the Juvenile Justice Service to ensure effective service delivery.

- Establish and maintain linkages between government agencies and non-governmental bodies delivering juvenile justice services.
- Facilitate monitoring and evaluation of the Juvenile Justice Service's Key Result Areas (KRAs) to inform future planning and resourcing.
- Report breaches of human rights within the juvenile justice system to the relevant authorities and forums responsible for human rights.

## **5. MAJOR DUTIES**

- Ensure all statutory duties under the Juvenile Justice Act are diligently and professionally carried out, including the development and review of policies and plans, and the provision of quarterly implementation reports.
- Ensure that annual budgets are prepared within a reasonable time frame and submitted to the appropriate authorities.
- Build partnerships with government, non-governmental organizations, faith-based organizations, and private sector entities that provide victim support, refuge, accommodation, counseling, or rehabilitation and reintegration programs for offenders.
- Represent the Juvenile Justice Service at meetings, conferences, and appropriate forums.
- Align the branch and Juvenile Justice Officers' annual work plans with the responsibilities outlined in the Juvenile Justice National Plan and DJAG Corporate Plan.
- Establish a Monitoring & Evaluation (M&E) framework to better monitor and measure the progress or outcomes of deliverables related to the Plans and Policies.
- Perform other duties consistent with the above and as required under the Juvenile Justice Act 2014.

## **6. NATURE AND SCOPE**

### **6.1 WORKING RELATIONSHIP**

#### **Internal:**

- Reports to the Deputy Director – Administration & Operations.
- Works cooperatively with the Manager Monitoring & Standards, other Senior Officers, Provincial Officers of the Juvenile Justice Service, and other branches within the Justice Administration Division of DJAG.

#### **External:**

- Maintains regular contact with agencies in the Law and Justice Sector, Provincial and District administration, community organizations, civil society organizations, churches, and individuals.
- Establishes and maintains good working relationships with development partners, donors, and other international organizations to gain technical and other support.

### **6.2 WORK ENVIRONMENT**

- The role is based at the Juvenile Justice Service Head Office in Waigani. The Manager will be expected to travel to various locations as required to oversee and coordinate the implementation of juvenile justice services.

## **7. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

- **Rules/Procedures:** Adheres to the Juvenile Justice Act, DJAG policies, and relevant regulations.
- **Decision:** Makes decisions related to planning, implementation, and evaluation of juvenile justice services within the provided guidelines.
- **Recommendations:** Provides recommendations for improvements in juvenile justice services and policies.

## **8. CHALLENGES**

- Balancing multiple priorities and ensuring effective coordination of juvenile justice services across different regions.
- Ensuring that all stakeholders are engaged and that juvenile justice services are delivered efficiently and effectively.

## **9. QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **(a) Qualifications:**

- University degree in Social Work, Business Management, or an equivalent discipline acceptable to DJAG and other authorities.

### **(b) Knowledge:**

- Sound knowledge and understanding of the Criminal Justice System, relevant international conventions relating to correctional services and human rights, and contemporary issues impacting juveniles in conflict with the law.
- Some knowledge of court procedures and proven skills in making coherent and credible submissions to a court in session.
- Knowledge of planning, monitoring, evaluation, reporting, budgeting, and programming within the public service is an advantage.

### **(c) Skills:**

- Well-developed skills in planning, consultations, and negotiations.
- High level of communication and report writing skills.
- Ability to work effectively with people at all levels and maintain a high level of integrity when discharging duties.

### **(d) Experience:**

- Five to ten years of experience in a similar or related field would be an advantage.