



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

<b>1.IDENTIFICATION</b>	<b>SEQ. NO.</b>	<b>POS. NO.</b> DJAGPA.07
<b>DEPARTMENT:</b> JUSTICE & ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFICATION</b> MANAGER STANDARDS & COMPLIANCE (MOMASE & HIGHLANDS) GR. 16	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION</b>	
<b>DIVISION:</b> JUSTICE ADMINISTRATION	<b>HIGHEST SUBORDINATE</b>	<b>POS. NOs:</b>
<b>BRANCH:</b> PAROLE SERVICES	<b>IMMEDIATE SUPERVISOR</b> DEPUTY CHIEF PAROLE OFFICER PAROLE SECRETARIAT	<b>POS. NO:</b> DJAGPA.02
<b>SECTION</b>	<b>LOCATION</b> WAIGANI	

### HISTORY OF POSITION

DPM FILE:	DATE OF VARIATION	DETAILS
HRM 8.1.20/PA: 31/13	31 <sup>ST</sup> MARCH 2013	REDES, RENUM, RECLASS
HRM 8.1.20/PA: 31/24	31 <sup>ST</sup> MARCH 2024	REVISED

### 2. PURPOSE

The Manager, Standards & Compliance is responsible for ensuring that Parole Officers adhere to and implement professional standard guidelines and procedures in accordance with relevant legislation administered by the Parole Service. The role involves identifying deficiencies in professional standards and ethics, developing strategies to address these deficiencies, and guiding officers in developing provincial work programs aligned with legislative requirements, the Department's Corporate Plan, and the government's Medium Term Development Strategies (MTDS) and Sector Strategic Framework (SSF).

### 3. DIMENSIONS

- **Financial Accountability:** Prudent management of allocated resources in compliance with the Public Financial Management Act and relevant policies.
- **Staff Supervision:** Direct oversight of Parole Officers and Senior Parole Officers across the Momase and Highlands regions.

- **Resource Management:** Ensures quality control of case files, supervises compliance with standards, and maintains accurate reporting and statistical data.

#### 4. PRINCIPAL ACCOUNTABILITIES

- Ensure adherence to professional standards and guidelines outlined in the Parole Act and Parole Regulations.
- Conduct inspections to maintain quality control over case files and supervision standards.
- Develop strategies to uphold professional standards and ethics among Parole Officers.
- Oversee financial management practices and ensure compliance with relevant legislations and policies.
- Provide accurate and timely reports or statistical data required by the management of Parole Services and the Secretariat.

#### 5. MAJOR DUTIES

- Assist and advise the Chief Parole Officer (through the Deputy Chief Parole Officer) on issues affecting the professional standards of the Parole Service.
- Conduct case file inspections twice annually in provincial/district centers to ensure compliance with service standards.
- Analyze inspection reports and propose recommendations for improvements.
- Monitor staff performance and ensure adherence to Parole Service policies and practices.
- Recommend disciplinary action for non-compliance with procedures or other offenses under the Public Services Management Act.
- Support compliance with the Annual Parole Services Report requirements.
- Perform other duties as directed consistent with the above responsibilities.

#### 6. NATURE AND SCOPE

The role is positioned within the Parole Secretariat and reports directly to the Deputy Chief Parole Officer. It requires regular interaction with Senior Parole Officers, Parole Officers, and other departmental professionals. The position also necessitates liaising with external agencies within the Law & Justice Sector and other relevant organizations to support training and development opportunities for staff.

##### 6.1 WORKING RELATIONSHIP

- **Internal:** Reports to the Deputy Chief Parole Officer. Collaborates with senior staff and Parole Officers at headquarters and regional levels. Establishes strong relationships with other departmental officers.
- **External:** Liaises with Law & Justice Sector agencies, provincial and district administrations, local level governments, NGOs, community-based organizations, and churches. Coordinates with training institutions for officer training programs.

## 6.2 WORK ENVIRONMENT

The position operates within a statutory, administrative environment, requiring oversight of compliance and quality assurance across multiple regional locations.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Adherence to the Parole Act, Parole Regulations, Public Financial Management Act, and relevant departmental policies.
- **Decision-Making Authority:** Authority to recommend and implement corrective actions and training initiatives to ensure compliance with standards.
- **Recommendations:** Proposes recommendations for policy changes, disciplinary actions, and process improvements.

## 8. CHALLENGES

Ensuring consistent compliance with professional standards across diverse geographical locations, maintaining high-quality supervision of case files, and managing resource constraints while upholding the integrity and reputation of the Parole Service.

## 9. QUALIFICATIONS, EXPERIENCES, AND SKILLS

- **Qualifications:**
  - A University Degree in Social Work or an equivalent qualification acceptable to the Department of Justice.
- **Knowledge:**
  - Understanding of the criminal justice system and rehabilitation programs for offenders.
  - Awareness of community safety issues related to offenders under supervision.
  - Knowledge of government processes at national, provincial, district, and local levels.
- **Skills:**
  - Strong analytical, communication, and report writing skills.
  - Computer literacy and proficiency in relevant software.
  - Ability to communicate effectively with diverse stakeholders.
  - Good presentation and interpersonal skills.
- **Work Experience:**
  - Proven experience coordinating a professional team and monitoring performance against statutory requirements.
  - Experience working in the criminal justice system or a related field.