



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

1. IDENTIFICATION

	SEQ. NO.	POS. NO. DJAGPS: 33
DEPARTMENT: JUSTICE AND ATTORNEY GENERAL	DESIGNATION/CLASIFICATION SENIOR PROBATION OFFICER (MENDI) GRADE 13	
OFFICE / AGENCY:	LOCAL DESIGNATION SENIOR PROBATION OFFICER	
DIVISION: JUSTICE ADMINISTRATION	HIGHEST SUBORDINATE	POS. NO:
BRANCH: PROBATION SERVICE	IMMEDIATE SUPERVISOR MANAGER STANDARDS & MONITORING – PROBATION HQs	POS. NO: DJAGPS 79
SECTION	LOCATION MENDI PROVINCIAL PROBATION OFFICE - SHP	

HISTORY OF POSITION

DPM FILE NO:	DATE OF VARIATION	DETAILS
HRM 8.1.20/PS: 31/03	31 ST MARCH 2013	REDES, RENUM
HRM 8.1.20/PS: 31/24	31 ST MARCH 2024	REVISED

2. PURPOSE

The Senior Probation Officer (SPO) is responsible for the effective coordination and smooth operation of the Probation Office in accordance with the Probation Act, Criminal Law Compensation Act, and related legislation and regulations. The SPO attends court duties, conducts interviews, compiles court reports, and provides counseling and advice to adult and juvenile offenders under supervision.

3. DIMENSIONS

- **Financial Accountability:** Responsible for managing allocated resources within the office.
- **Staff Supervision:** Supervises probation officers and subordinate staff to ensure compliance with policies and procedures.
- **Resource Management:** Maintains up-to-date registers, reporting schedules, and records of probationers and parolees.

4. PRINCIPAL ACCOUNTABILITIES

- Ensure effective monitoring and supervision of subordinate staff on standard policies and procedures in consultation with the Manager Standards & Monitoring.
- Maintain and update registers, reporting schedules, and records of probationers and parolees.
- Supervise, monitor, and ensure effective implementation of court orders and rehabilitative programs for offenders.
- Ensure regular submission of reports to courts and appropriate authorities.
- Regularly serve National, District, and Juvenile Courts in compliance with statutory obligations.

5. MAJOR DUTIES

- Administer and manage the Probation Office efficiently and in alignment with its objectives.
- Coordinate and implement work programs to achieve objectives, policies, and procedures of Probation, Parole, and Juvenile Court Services.
- Regularly consult with Provincial, District, and Local Level administrations on matters related to Probation Services and offender rehabilitation.
- Represent the Office in committees, meetings, and Provincial forums.
- Supervise subordinate staff to ensure efficient and effective performance.
- Submit monthly statistical reports, field briefs, and annual reports to the Chief Probation Officer through the Office of the Manager Standards & Monitoring.
- Perform other duties as directed by the Deputy Directors through the Office of the Manager Standards & Monitoring.

6. NATURE AND SCOPE

The role involves close coordination with internal and external stakeholders to ensure compliance with relevant legislation and to facilitate the rehabilitation of offenders.

6.1 REPORTING AND WORKING RELATIONSHIP

- **Internal:**
 - Reports to the Manager Standards & Monitoring.
 - Consults regularly with the Manager on professional matters concerning the supervision of juvenile and adult offenders.

- Liaises with fellow Senior Probation Officers on the repatriation of offenders.
- Maintains close working relationships with volunteers to ensure compliance with procedures and policies.
- **External:**
 - Maintains regular liaison with court personnel and other judicial authorities.
 - Consults and collaborates with sector agencies, civil societies, and churches on offender rehabilitation and probation-related services.

6.2 WORK ENVIRONMENT

The role operates within a statutory and community-focused environment, requiring travel to provincial and district centers and regular court appearances.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Adherence to the Probation Act, Parole Act, Juvenile Court Act, Criminal Law Compensation Act, and relevant departmental policies.
- **Decision-Making Authority:** Authority to recommend actions and decisions in alignment with statutory requirements.
- **Recommendations:** Provides recommendations on policy changes, disciplinary actions, and procedural improvements.

8. CHALLENGES

Ensuring the consistent implementation of policies and procedures across the province, maintaining effective relationships with multiple stakeholders, and managing the rehabilitation of offenders in a diverse environment.

9. QUALIFICATIONS, EXPERIENCES, AND SKILLS

- **Qualifications:**
 - University Degree in Social Work or other qualifications acceptable to the Department of Justice and appropriate authorities.
- **Knowledge:**
 - In-depth knowledge of the Probation Act, Parole Act, Juvenile Court Act, Criminal Compensation Act, and related legislation.
 - Understanding of court procedures and the criminal justice system.
- **Attributes:**
 - Honest and reliable.
 - No criminal records.
 - Able to work in a cross-cultural environment.
- **Skills:**
 - Effective oral and written communication skills.
 - Strong leadership and report writing skills.
 - Good presentation skills.
 - Demonstrates dedication, commitment, and proactiveness.

- **Work Experience:**
 - Experience as a Probation, Parole, and Juvenile Court Officer is advantageous but not necessary.
 - Experience in the criminal justice system, public administration, or a related field.
 - Experience in social and volunteer work with individuals and communities.