



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

<b>1. IDENTIFICATION</b>	<b>SEQ. NO.</b>	<b>POS. NO.</b> DJAGPS. 45
<b>DEPARTMENT:</b> JUSTICE & ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFICATION</b> DISTRICT PROBATION OFFICER (KAINANTU) GR. 13	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION</b> PROBATION OFFICER	
<b>DIVISION:</b> JUSTICE ADMINISTRATION	<b>HIGHEST SUBORDINATE</b>	<b>POS. NO.:</b>
<b>BRANCH:</b> PROBATION SERVICES	<b>IMMEDIATE SUPERVISOR</b> MANAGER STANDARDS & MONITORING GRADE 16 - HEADQUARTERS	<b>POS. NO.:</b> DJAGPS. 79
<b>SECTION</b>	<b>LOCATION</b> NAMATANAI DISTRICT PROBATION OFFICE	

### HISTORY OF POSITION

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

### 2. PURPOSE

The District Probation Officer is responsible for the proper management and administration of the Kainantu District Probation Office. The officer attends court duties, conducts interviews, and compiles pre-sentence reports (PSR/MAR) and other court reports as requested. The role also involves providing counseling and advice to offenders under supervision, coordinating rehabilitation programs, and managing volunteer probation officers (VPOs).

### 3. DIMENSIONS

- **Financial Accountability:** Managing the resources allocated for district probation services.
- **Staff Supervision:** Supervise and train volunteer probation officers and other subordinate staff.

- **Resource Management:** Maintain accurate records and reports related to offenders and rehabilitation programs.

#### 4. PRINCIPAL ACCOUNTABILITIES

- Provide timely and accurate reports as requested by the Chief Probation Officer (CPO) through the Manager Standards & Monitoring.
- Coordinate effective rehabilitation programs for offenders within the community.
- Supervise all adult and juvenile offenders under the jurisdiction of the District Probation Office.
- Coordinate and conduct training sessions for volunteers and community stakeholders.
- Represent the Probation Office in meetings, workshops, and conferences as required.

#### 5. MAJOR DUTIES

- Regularly report to the Senior Probation Officer (SPO) of the Province, Manager Standards & Monitoring, and relevant district and provincial authorities.
- Assist in training and raising awareness among communities regarding probation services.
- Attend court duties and respond to Parole Board requests.
- Supervise, counsel, and rehabilitate offenders referred by courts and other authorities.
- Appoint, supervise, and train Volunteer Probation Officers (VPOs).
- Perform other duties as directed by senior management at Probation Headquarters.

#### 6. NATURE AND SCOPE

The role requires close collaboration with both internal and external stakeholders to ensure effective delivery of probation services and the rehabilitation of offenders.

##### 6.1 REPORTING AND WORKING RELATIONSHIP

- **Internal:**
  - Reports directly to the Manager Standards & Monitoring at Headquarters.
  - Works closely with Volunteers and relevant stakeholders to deliver probation services.
- **External:**
  - Collaborates with agencies within the Law & Justice Sector, NGOs, churches, juvenile institutions, and civil society organizations.
  - Maintains regular contact with provincial and district authorities regarding probation programs and activities.

##### 6.2 WORK ENVIRONMENT

The position operates within a district setting, requiring regular travel within the district and occasional travel to other locations for training or court appearances.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Adheres to the Probation Act, relevant legislation, and departmental policies.
- **Decision-Making Authority:** Recommends and implements actions in line with probation policies and procedures.
- **Recommendations:** Provides input on policy changes, rehabilitation strategies, and procedural improvements.

## 8. CHALLENGES

Maintaining effective rehabilitation programs and managing relationships with stakeholders in a diverse community environment.

## 9. QUALIFICATIONS, EXPERIENCES, AND SKILLS

- **Qualifications:**
  - Appropriate University Degree in Social Sciences, Psychology, or equivalent qualification as recognized by the Department of Justice and other authorities.
- **Knowledge:**
  - Sound knowledge of the criminal justice system and offender rehabilitation programs.
  - Understanding of community safety issues related to offenders under supervision.
- **Attributes:**
  - Honest and reliable.
  - Ability to work in a cross-cultural environment.
  - No criminal record.
- **Skills:**
  - High-level oral and written communication skills.
  - Computer literate.
  - Counseling skills and understanding of offender rehabilitation.
  - Good teamwork and initiative.
- **Experience:**
  - Experience in the criminal justice system or related field is desirable but not required.
  - Experience working with diverse communities and effectively communicating at all levels.