



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

1. IDENTIFICATION	SEQ. NO.	POS. NO. DJAGPS.54
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION PUBLIC RELATION & EXECUTIVE OFFICER- GR. 14	
OFFICE/AGENCY:	LOCAL DESIGNATION PUBLIC RELATION & EXECUTIVE OFFICER	
DIVISION: JUSTICE ADMINISTRATION	HIGHEST SUBORDINATE	POS. NO.:
BRANCH: PROBATION SERVICE	IMMEDIATE SUPERVISOR CHIEF PROBATION OFFICER GR 19	POS. NO.: DJAGPS.01
SECTION	LOCATION WAIGANI	

HISTORY OF POSITION

DPM FILE NO:	DATE OF VARIATION	DETAILS
HRM 8.1.20/PS: 31/13	31 ST MARCH 2013	RENUM
HRM 8.1.20/PS: 31/24	31 ST MARCH 2024	REVISED

2. PURPOSE

The Public Relation & Executive Officer is responsible for providing high-standard administrative, secretarial, and public relations support to the Office of the Chief Probation Officer and senior managers within the branch. The role ensures effective communication, coordination of activities, and supports the smooth operation of the Probation Services branch.

3. DIMENSIONS

- **Financial Accountability:** Responsible for managing the budget for travel arrangements, workshops, and meetings.
- **Staff Supervision:** Coordination of junior administrative staff and volunteers.
- **Resource Management:** Manages office supplies, records, and documentation.

4. PRINCIPAL ACCOUNTABILITIES

- Develop and maintain reports, spreadsheets, and visual presentations.
- Initiate and generate correspondence in response to branch inquiries.
- Arrange and support meetings and workshops, including minute-taking and distribution.
- Manage travel arrangements for staff, including bookings and travel allowances.
- Handle all types of inquiries and ensure they are dealt with appropriately within the branch.

5. MAJOR DUTIES

- Coordinate and publish the Probation Services quarterly newsletter highlighting program activities undertaken by the management of Probation Services and provincial/district centers.
- Manage bookings for senior staff business travel, including flights, transport, accommodation, and preparation of travel allowances.
- Prepare press releases on significant activities undertaken by the Probation Services for publicity across print, electronic, and radio media.
- Receive and manage inquiries from a wide range of clients, including politicians, provincial and local government representatives, the media, senior government representatives, and the general public.
- Provide records management for specific Probation Services programs and activities.
- Ensure that administrative processes related to staff transfers are effectively managed.

6. NATURE AND SCOPE

The role requires strong communication, administrative, and public relations skills to manage various stakeholders and support the operations of the Probation Services branch.

6.1 REPORTING AND WORKING RELATIONSHIP

- **Internal:**
 - Reports directly to the Chief Probation Officer.
 - Works in close consultation with the Media Unit of the Department of Justice as required.
- **External:**
 - Engages with other government departments, church and non-government organizations, and the general public to receive and process inquiries.

6.2 WORK ENVIRONMENT

This position operates within the headquarters at Waigani, with occasional travel required for meetings, workshops, and events.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Adheres to departmental policies, guidelines, and relevant legislation.

- **Decision-Making Authority:** Provides recommendations on public relations strategies and administrative processes.
- **Recommendations:** Contributes to the development of communication materials and administrative processes.

8. CHALLENGES

Balancing multiple tasks effectively, managing stakeholder relationships, and ensuring timely delivery of public relations and administrative support.

9. QUALIFICATIONS, EXPERIENCES, AND SKILLS

- **Qualifications:**
 - A qualification in Journalism, Communication, Media Studies, or an equivalent from a recognized institution as acceptable to the Department of Justice and appropriate authorities.
- **Knowledge:**
 - Proficiency in various computer software applications such as Microsoft Word, Excel, PowerPoint, and Microsoft Office Publishing.
 - Understanding of the criminal justice system is advantageous.
- **Attributes:**
 - Must be honest and reliable.
 - Must not have any criminal records.
- **Skills:**
 - Proficient in preparing documentation, initiating correspondence, maintaining records, managing diaries, arranging meetings and workshops, minute-taking, and providing telephone and face-to-face reception.
 - Ability to maintain file registers.
 - Ability to work with minimum supervision.
 - Excellent keyboard and telephone skills.
- **Experience:**
 - At least five (5) years of experience in a similar position is essential.