



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

<b>1. IDENTIFICATION</b>	<b>SEQ. NO.</b>	<b>POS. NO.</b> DJAGPS. 57
<b>DEPARTMENT:</b> JUSTICE & ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFICATION</b> DISTRICT PROBATION OFFICER (KIUNGA) GR. 11	
<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> TABUBIL DISTRICT PROBATION OFFICE	

### HISTORY OF POSITION

DPM FILE NO:	DATE OF VARIATION	DETAILS
HRM 8.1.20/PS: 31/13	31 <sup>ST</sup> MARCH 2013	REDES, RENUM, RECLASS
HRM 8.1.20/PS: 31/24	31 <sup>ST</sup> MARCH 2024	RVISED

### 2. PURPOSE

The purpose of this position is to manage court work duties, including conducting interviews and compiling court/pre-sentence reports (PSR/MAR) and other relevant reports as requested by the courts. To provide counseling and advice to offenders and prisoners under the office's supervision. To ensure proper and effective management and administration of the District Probation Office.

### 3. DIMENSIONS

- **Financial Accountability:** (Specify financial responsibility if applicable)
- **Staff Supervision:** Supervises Volunteer Probation Officers (VPOs) and provides training.

- **Resources:** Manages District Probation Office resources and coordinates community rehabilitation programs.

#### 4. PRINCIPLE ACCOUNTABILITIES

- Ensure timely submission of appropriate reports as requested by the Chief Parole Officer (CPO) through the Manager Standards & Monitoring.
- Coordinate and manage rehabilitation programs within the community effectively.
- Oversee the supervision of adult and juvenile offenders and prisoners.
- Organize and conduct training for volunteers.
- Represent the District Probation Office in meetings, workshops, and conferences as required.

#### 5. MAJOR DUTIES

- Regularly inform the Senior Probation Officer (SPO) of the Province, Manager Standards & Monitoring, Provincial and District Administration, and relevant agencies through meetings and reports.
- Assist the SPO or senior management in conducting training and community awareness programs.
- Perform court work duties and address Parole Board requests.
- Supervise, rehabilitate, and counsel offenders and prisoners referred by courts and authorities.
- Appoint, supervise, and train Volunteer Probation Officers (VPOs).
- Undertake other duties as directed by senior management at Probation Headquarters.

#### 6. NATURE AND SCOPE

- **Internal Working Relationship:**
  - Reports directly to the Manager Standards & Monitoring at Headquarters regarding all operational matters of the District Probation Services.
  - Collaborates with Volunteers and relevant stakeholders for the effective delivery of Probation Services.
- **External Working Relationship:**
  - Engages with agencies within the Law & Justice Sector, other authorities, Non-Government organizations, Churches, Juvenile Institutions, and civil society.
  - Maintains regular contact with provincial and district authorities on program activities delivered by Probation Services.

#### 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Adheres to departmental policies and procedures.

- **Decision:** Makes operational decisions within the framework of established guidelines.
- **Recommendations:** Provides recommendations for improvements and adjustments in probation services.

## 8. CHALLENGES

- Managing diverse caseloads and balancing the needs of offenders and prisoners with the demands of the court system presents a significant challenge.
- Ensuring effective community-based rehabilitation and maintaining up-to-date knowledge of criminal justice system changes.

## 9. QUALIFICATIONS, EXPERIENCES, AND SKILLS

- **Qualifications:**
  - University Degree in Social Sciences, Psychology, or an equivalent qualification accepted by the Department of Justice.
- **Knowledge:**
  - Understanding of the criminal justice system and rehabilitation programs.
  - Awareness of community safety issues related to offenders on supervision.
- **Skills:**
  - Excellent oral and written communication skills.
  - Proficient in computer use.
  - Counseling skills and knowledge of offender rehabilitation.
  - Strong teamwork abilities and initiative.
- **Experience:**
  - Experience in the criminal justice system or related fields is highly desirable.
  - Experience in working with diverse groups and effective communication at various levels.