



PAPUA NEW GUINEA PUBLIC SERVICE

1. IDENTIFICATION

AGENCY: Department of Justice & Attorney General	SYS. POSN. NO: DJAGPS.08	REF. NO: DJAGPS.08
OFFICE: Probation Services	DESIGNATION/CLASSIFICATION: Probation Officer (NCD) / Grade 13	DIVISION: Justice Administration
LOCAL DESIGNATION: Probation Officer	BRANCH: Probation Services	REPORTING TO: Senior Probation Officer (SPO) / Grade 15
SYS. POS. NO: DJAGPS.05	LOCATION: Provincial NCD Probation Office – 4 Mile	

HISTORY OF POSITION

<i>FILE REF.:</i>	<i>DATE OF VARIATION:</i>	<i>DETAILS:</i>
<i>HRM 8.1.20/PS: 31/13</i>	<i>31st March 2013</i>	<i>Redesignation and renumeration</i>
<i>HRM 8.1.20/PS: 19/24</i>	<i>19TH AUGUST 2024</i>	<i>REVISED</i>

2. PURPOSE

The purpose of this position is to ensure the effective management and administration of probation services, including the coordination of rehabilitation programs and supervision of offenders/prisoners in the community. The role also involves preparing court-related reports, providing counseling and advice to offenders, and assisting in the overall management of the Probation Office.

3. DIMENSIONS

- **Supervision:** Overseeing the work of Volunteer Probation Officers (VPOs).
- **Financial Accountability:** Management of allocated budget for probation activities.
- **Community Impact:** Ensuring the successful rehabilitation and reintegration of offenders into society.

4. PRINCIPAL ACCOUNTABILITIES

- Effective management and administration of Probation Services and related programs.
- Coordination of rehabilitation programs in the community.
- Supervision of adult and juvenile offenders/prisoners.
- Training and oversight of Volunteer Probation Officers (VPOs).
- Representation of the Probation Office in relevant meetings, workshops, and conferences.

5. MAJOR DUTIES

- Regular reporting to the Senior Probation Officer (SPO) and relevant authorities on probation activities.
- Assisting the SPO in conducting community training and awareness programs.
- Attending court duties and preparing pre-sentence and other court reports.
- Handling Parole Board requests and related matters as required.
- Supervising, rehabilitating, and counseling offenders/prisoners.
- Appointing, supervising, and training Volunteer Probation Officers (VPOs).
- Performing other duties as directed by the SPO.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal:

- Reports directly to the Senior Probation Officer (SPO) for all operational matters.
- Collaborates closely with Volunteer Probation Officers (VPOs) within the Provincial Probation Office.

(b) External:

- Works in partnership with Law & Justice Sector agencies, non-government organizations, churches, and other relevant authorities.
- Engages with provincial and district authorities regarding probation programs and activities.

6.2 WORK ENVIRONMENT

- The role operates within a statutory framework and requires specialized knowledge in offender rehabilitation and community safety.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Operates within established guidelines and policies of the Department of Justice & Attorney General.
- **Decision-Making Authority:** Authorized to make decisions related to the management and administration of probation services.
- **Recommendations:** Expected to provide recommendations on the improvement of probation programs and offender rehabilitation.

8. CHALLENGES

- The greatest challenge is ensuring the successful rehabilitation of offenders and maintaining community safety. This requires balancing the needs of offenders with the expectations of the community and the justice system.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications:

- Appropriate University Degree in Social Sciences, Psychology, or an equivalent qualification acceptable to the Department of Justice & Attorney General.

(b) Knowledge:

- Sound knowledge of the criminal justice system and offender rehabilitation programs.
- Understanding of community safety issues related to offenders on community supervision.

(c) Skills:

- High level of oral and written communication skills.
- Computer literacy.
- Counseling skills and an understanding of offender rehabilitation.
- Good teamwork and collaboration skills.
- Demonstrated initiative and the ability to drive positive outcomes.

(d) Work Experience:

- Experience in the criminal justice system or related field is highly desirable but not essential.
- Experience working with diverse communities and effectively communicating at all levels.