



PAPUA NEW GUINEA PUBLIC SERVICE

1. IDENTIFICATION

AGENCY: Department of Justice & Attorney General	SYS. POSN. NO: DJAGPS: 22	REF. NO: DJAGPS: 22
OFFICE: WNB Provincial Probation Office - Kimbe	DESIGNATION/CLASSIFICATION: Senior Probation Officer (Kimbe) / Grade 14	DIVISION: Justice Administration
LOCAL DESIGNATION: Senior Probation Officer	BRANCH: Probation Services	REPORTING TO: Manager, Standards & Monitoring – Probation HQs / Grade 15
SYS. POS. NO: DJAGPS 79	LOCATION: WNB Provincial Probation Office - Kimbe	

HISTORY OF POSITION

FILE REF.:	DATE OF VARIATION:	DETAILS:
HRM 8.1.20/PS: 31/03	31st March 2013	Redesignation, reclassification, and renumeration
HRM 8.1.20/PS: 19/24	19 AUGUST 2024	REVISED

2. PURPOSE

The purpose of this position is to ensure the effective coordination and smooth operation of the WNB Provincial Probation Office in compliance with the Probation Act, Criminal Law Compensation Act, and related legislation. The role involves attending court duties, conducting interviews, compiling court and pre-sentence reports, and providing counseling and advice to adult and juvenile offenders under the office's supervision.

3. DIMENSIONS

- **Supervision:** Direct oversight of subordinate staff within the WNB Provincial Probation Office.
- **Financial Accountability:** Management of the office's budget and resources.
- **Community Impact:** Ensuring the effective rehabilitation and supervision of offenders in the community.

4. PRINCIPAL ACCOUNTABILITIES

- Ensure the effective monitoring and supervision of subordinate staff on standard policies and procedures.
- Maintain and update registers, reporting schedules, and records of probationers, juveniles, and parolees.
- Ensure all court orders and related directives are effectively supervised, monitored, and implemented.
- Implement effective rehabilitation programs for adult and juvenile offenders.
- Ensure the National, District, and Juvenile Courts are regularly served as per statutory obligations.

5. MAJOR DUTIES

- Administer and manage the WNB Provincial Probation Office efficiently.
- Coordinate, formulate, and implement work programs to achieve Probation, Parole, and Juvenile Court Services' objectives, policies, and procedures.
- Liaise with Provincial, District, and Local Level administration on Probation Service, Juvenile Justice, and offender rehabilitation matters.
- Represent the office in relevant provincial forums, committees, and meetings.
- Ensure subordinate staff perform their duties efficiently and effectively at all times.
- Submit monthly probation statistical reports, field briefs, and annual reports to the Chief Probation Officer through the Manager, Standards & Monitoring.
- Perform additional duties as directed by the Deputy Directors through the Manager, Standards & Monitoring.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal:

- Reports directly to the Manager, Standards & Monitoring.
- Regularly consults with the Manager on all professional matters related to juvenile and adult offenders' supervision.
- Liaises with fellow Senior Probation Officers (SPOs) on repatriation of offenders as ordered by courts and other authorities.
- Maintains close working relationships with Volunteers to ensure compliance with procedures and policies.

(b) External:

- Regularly liaises with higher and lower court personnel regarding court work and related duties.
- Maintains regular consultation with sector agencies, civil societies, and churches for offender rehabilitation and probation services.

6.2 WORK ENVIRONMENT

- The position operates within a statutory framework and requires specialized knowledge in offender rehabilitation, court procedures, and the criminal justice system.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Operates within the guidelines of the Probation Act, Parole Act, Juvenile Court Act, and other relevant legislation.
- **Decision-Making Authority:** Authorized to make decisions on the management of the probation office and the implementation of probation services.
- **Recommendations:** Expected to provide recommendations on improving probation services and offender rehabilitation.

8. CHALLENGES

- The greatest challenge is ensuring the successful coordination of probation services and the rehabilitation of offenders while maintaining community safety and fulfilling statutory obligations.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications:

- University Degree in Social Work or equivalent qualification acceptable to the Department of Justice & Attorney General.

(b) Knowledge:

- Thorough knowledge of the Probation Act, Parole Act, Juvenile Court Act, Criminal (Compensation) Act, court procedures, and Public Service (Management) Act.
- Sound understanding of the criminal justice system.

(c) Skills:

- High-level oral and written communication skills.
- Strong leadership and report writing skills.
- Good presentation skills and the ability to motivate staff.
- Demonstrated dedication and commitment to work.
- Proactive, innovative, and self-starter with the ability to work with minimal supervision.

(d) Work Experience:

- Experience as a Probation, Parole, or Juvenile Court Officer is an advantage.
- Experience in the criminal justice system, public administration, or a related field.
- Experience in social and volunteer work with individuals and communities.