



# PUBLIC SERVICE OF PAPUA NEW GUINEA

Form O&M 2.3

## JOB DESCRIPTION

	<b>SEQ. NO:</b>	<b>POS. NO.</b> DJAGCP.04
<b>DEPARTMENT:</b> JUSTICE & ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFIATION:</b> ASSISTANT DIRECTOR CRIME PREVENTION GR. 17	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION:</b> ASSISTANT DIRECTOR	
<b>DIVISION:</b> NATIONAL, PROVINCIAL COORDINATION & CRIME PREVENTION	<b>HIGHEST SUBORDINATE:</b>	<b>POS. NO.</b>
<b>BRANCH:</b> CRIME PREVENTION	<b>IMMEDIATE SUPERVISOR:</b> EXECUTIVE DIRECTOR CRIME PREVENTION	<b>POS. NO.</b> DJAGCP.01
<b>SECTION:</b> CRIME PREVENTION	<b>LOCATION:</b> WAIGANI	

## HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20	March 2012	Created
HRM 8.1.20/RJ: 31/13	31 <sup>ST</sup> MARCH 2013	NO CHANGE
HRM 8.1.20/CP: 20/20	20 <sup>TH</sup> SEPT 2020	RENAMED, RENUMBERED

## PURPOSE OF THE JOB

The Crime Prevention Branch (CP) was established by the Department of Justice & Attorney General in 2011 in order to:

1. Provide leadership in developing the policy direction for Crime Prevention programs in PNG,
2. Improve the level of co-ordination and integration of Crime Prevention programs across the nation,
3. Gather and report accurate statistical data on the effectiveness of all Crime Prevention programs,
4. Track the nation's level of compliance to international standards and conventions relating to Crime Prevention, and
5. Develop strategies for improving the level of expertise amongst organisations and volunteers working in this field.

The *Assistant Director Crime Prevention* will assist the Executive Director Crime Prevention meet his/her responsibilities in relation to co-ordinating and monitoring the crime prevention programs across the nation. This will include building partnerships and networks between government and non-government bodies, expanding PNG's overall capacity to support non-custodial sentencing options, and taking responsibility for gathering and publishing national statistics of all service provider activities and outputs.

## ACCOUNTABILITIES

- That all service providers active in the field of Crime Prevention are identified and that networks and partnerships are established between these organisations
- That DJAG's annual *Directory of Crime Prevention Service Providers* is updated and published
- That all government agencies with Crime Prevention responsibilities are developing and expanding their capacity to provide viable alternative non-custodial programs for offenders,

and that they do this through greater co-operation with non-government organisations and competent and approved volunteers

- That reliable and valid statistical data on the activities and outputs of Crime Prevention service providers is collected throughout PNG
- That professional development programs are made available to the large body of government officers, professionals and volunteers working in the Crime Prevention field across the nation

### **MAJOR DUTIES**

- Support the Executive Director in his/her role to co-ordinate and monitor the various government and non-government organisations engaged in providing Crime Prevention services
- Identify and liaise with all organisations engaged in Crime Prevention activities, establish and maintain an accurate database of these organisations, and assist the Crime Prevention to update and publish the *Directory of Crime Prevention Service Providers* annually
- Monitor the outputs of all RJ service providers (government and non-government) and gather accurate data which can be consolidated and published
- Ensure that all government agencies with Crime Prevention responsibilities are developing and expanding their capacity to provide PNG courts of all jurisdictions with viable non-custodial sentencing options for offenders found guilty of minor crimes
- Assist government agencies to improve their existing Crime Prevention programs and to initiate appropriate new Crime Prevention programs
- Ensure that government agencies with Crime Prevention responsibilities (law enforcement, community justice, and welfare) are establishing networks and building partnerships with non-government organisations, the business community and volunteer groups working in the same field
- Support the Executive Director in his/her role to review and develop policy and legislation relating to Crime Prevention and non-custodial sentencing options
- In consultation with other agencies and educational institutions, establish a on-going professional development programs for professionals, administrators, supervisors and volunteers working in the Crime Prevention fields; and explore the viability of introducing a post-graduate diploma in restorative justice studies
- Other duties as directed.

### **WORK RELATIONSHIP – INTERNAL**

- Executive Director Crime Prevention, Secretary Department of Justice, the Minister for Justice and other senior management of the Department, and field officers working in the Crime Prevention field within the Department
- Liaise and collaborate with, and provide support to, other areas of the Department with primary responsibilities in delivering Crime Prevention services to the community

### **WORK RELATIONSHIP – EXTERNAL**

- Other government agencies, in particular, particularly those in the Law & Justice Sector, the Department of Community Development, and Provincial Administrations
- Other organisations including NGOs, stakeholder organizations, civil society, the business community, land owners, international organisations, donor contractors and the public as required

## **PERSON AND POSITION SPECIFICATIONS**

### **Qualifications**

- Must have a degree in social works, criminal justice, psychology, or other related social science disciplines.

### **Knowledge,**

- Good knowledge in the fields of restorative justice and crime prevention programs
- Proven experience in the field of community justice.
- Experience in collecting, analysing and presenting reliable statistical information.
- Sound knowledge of the Public Service Management Act, Public Finance Management Act, PS General Order and PS Code of Business Ethics and Conduct.
- Familiar with the Gender Equity & Social Inclusion Policy and apply the key principles and values of the GESI Policy.
- Sound knowledge of the Crime Prevention Branch core function and roles.

### **Skills**

- Strong consultative and negotiating skills, with the proven capacity to gain the co-operation of others without having the formal power to enforce their compliance
- Exceptional oral and written communication skills, with proven capacity to draft high standard policy documents and evidence-based reports of a publishable standard
- Strong computer literacy, particularly in MS Word and Excel.
- Leadership and management skills.
- Demonstrated ability in coordinating and managing programs or multiple projects.
- Leading and managing people skills.
- Ability to oversee monitoring and evaluation activities to identify challenges and develop way forwards or learning opportunities.
- Demonstrated research or evaluation skills.

### **Experience**

- At least over 5 years work experience in the similar role at the managerial level.