



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	POS. NO. DJAGCP 05
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION: ASSISTANT DIRECTOR (CJSC) GR. 17	
OFFICE/AGENCY:	LOCAL DESIGNATION: ASSISTANT DIRECTOR (CJSC)	
DIVISION: JUSTICE ADMINISTRATION	HIGHEST SUBORDINATE: SENIOR CJS OFFICER GR. 15	POS. NO. DJAGRJ.17
BRANCH: CRIME PREVENTION COORDINATION	IMMEDIATE SUPERVISOR: EXECUTIVE DIRECTOR (CRIME PREVENTION)	POS. NO. DJAGCP 01
SECTION:	LOCATION: 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 ST MARCH 2013	NO CHANGE

PURPOSE OF THE JOB

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

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

The *Assistant Director CJSC* will be responsible for co-ordinating and monitoring the Community Justice Services Centres 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 Community Justice Services (CJSC) are identified and that networks and partnerships are established between these organizations
- That all government agencies with CP 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 organizations and competent and approved volunteers groups
- That reliable and valid statistical data on the activities and outputs of CJSC service providers is collected throughout PNG and published in quarterly reports

- That professional development programs are made available to the large body of government officers, professionals and volunteers working in the CP field

MAJOR DUTIES

- Support the Executive Director in his/her role to co-ordinate and monitor the various government and non-government organizations engaged in providing CJSC services
- Monitor the outputs of all CJSC service providers (government and non-government) and gather accurate data which can be consolidated and published
- Ensure that all government agencies with CP 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 CP programs and to initiate appropriate new RJ programs
- Ensure that government agencies with CP responsibilities (law enforcement, community justice, and welfare) are establishing networks and building partnerships with non-government organizations, 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 CP 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 CP fields; and explore the viability of introducing a post-graduate diploma in restorative justice studies
- Other duties as directed.

WORK RELATIONSHIP – INTERNAL

- Executive Director CP Unit, Secretary Department of Justice, the Minister for Justice and other senior management of the Department, and field officers working in the RJ & CP field within the Department
- Liaise and collaborate with, and provide support to, other areas of the Department with primary responsibilities in delivering CP 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 and LLGs
- Other organizations including NGOs, churches, stakeholder organizations, civil society, the business community, land owners, international organizations, donor contractors and the public as required

PERSON AND POSITION SPECIFICATIONS

Qualifications

- Appropriate Masters qualification, preferably in the area of Social Works and psychology
- Diploma in Justice Administration

Knowledge, skill

- Good knowledge in the fields of restorative justice and crime prevention programs

- Proven experience in the field of community justice
- 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
- Experience in collecting, analyzing and presenting reliable statistical information

Experience

- At least minimum 5 years work experience in Justice Administration in relevant field;
- Excellent supervision and management experience in the managerial level