



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO.	POS. NO. DJAGPA.10
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION MANAGER STANDARDS & COMPLIANCE(SOUTHER & ISLAND) GR. 16	
OFFICE/AGENCY:	LOCAL DESIGNATION	
DIVISION: JUSTICE ADMINISTRATION	HIGHEST SUBORDINATE	POS. NOs:
BRANCH: PAROLE SERVICES	IMMEDIATE SUPERVISOR DEPUTY CHIEF PAROLE OFFICER PAROLE SECRETARIAT	POS. NO: DJAGPA.02
SECTION	LOCATION WAIGANI	

HISTORY OF POSITION

DPM FILE:	DATE OF VARIATION	DETAILS
HRM 8.1.20/PA: 31/13	31 ST MARCH 2013	REDES, RENUM, RECLASS

PURPOSE OF JOB

- The Manager Standards & Compliance is responsible for providing support and guidance to Parole Officers to comply and implement set professional standard guidelines and procedures relating to the appropriate and relevant legislations administered by the Parole Service;
- To identify deficiencies in the professional standards and moral code of ethics and develop appropriate strategies to address deficiencies in consultation with the Chief Parole Officer (through the Deputy Director for Parole Secretariat);
- Assist and guide Senior Parole Officers/Parole Officers develop Provincial Work Programs consistent with legislative requirements and the Department's Corporate Plan and the overall government's Medium Term Development Strategies (MTDS) and Sector Strategic Framework (SSF).

ACCOUNTABILITIES

- To ensure all Senior Parole Officers, Parole Officers, adhere to and comply with the set professional standard guidelines and procedures of the Parole Act and Parole Regulations including the relevant legislations when compiling pre-parole reports and other reports as and when required;
- To ensure that appropriate inspection visits are diligently carried out so that quality control of case file supervision are maintained at all times;
- Develop appropriate strategies to ensure that professional standards and moral code of ethics are implemented and quality is maintained at a high level;
- To effectively monitor and supervise all Parole Officers and staff to ensure that the appropriate standard procedures and guidelines are complied with accordingly;
- That the professional conduct of all Parole Officers and Volunteers Parole Officers is maintained at all costs;
- Responsible for ensuring prudent financial management practices and good governance is adhered to and maintained at all times as required under the Public Financial Management Act and relevant legislations and policies;
- Ensure that the appropriate reports or statistical data that is required by the management of Parole Services and Secretariat is provided in an accurate and timely manner.

MAJOR DUTIES

- Assist and inform the Chief Parole Officer (through the Deputy Chief Parole Officer for Parole Secretariat) on issues affecting professional standards of the Service;
- Undertake/Conduct Case file Inspection visit at least twice in a year to provincial/district centers to ensure officers are complying with Parole Service standard procedures and guidelines;
- Analyse CFI inspection reports on every visit undertaken to the province/district and propose recommendations for improvement to the CPO via the Deputy Director's Office;
- Analyse the Management Information System (MIS) and monitor performance level of each officer in terms of the reports and the supervision of parolee's case files;
- Monitor Parole Officer's case load and the standard of supervision provided to the Parolees;
- Monitor staff performance through regular appraisals and ensure staff members comply with Parole Service policies and practices;
- Recommend disciplinary action against staff who knowingly fail to comply with standard procedures and guidelines in the performance of their duties or any other offences contravening the Public Services Management Act and/or the Public Services General Order;
- Support and assist in the compliance of the Annual Parole Services Report to the Minister for Justice;
- Perform other duties as directed and in consistent with the above.

REPORTING AND WORKING RELATIONSHIP:

INTERNAL

- Report directly to the Deputy Chief Parole Officer for Parole Secretariat;
- Maintain regular and close consultation with the senior staff and Parole Officers at HQs and at the Provincial/Regional level;
- Establish good working relationship amongst senior officers of the Service and with other professional officers within the Department.

WORKING RELATIONSHIP:**EXTERNAL**

- Establish and maintain close liaison with agencies in the Law & Justice Sector, the provincial and district administration, local level government and other appropriate authorities, NGO, CBO and churches;
- Liaise with appropriate training institutions to obtain or gather relevant information in regard to types of training offered i.e., skills training and other relevant training to better equip officers in the performance of their roles and responsibilities.

PERSON AND POSITIONS SPECIFICATIONS:**Qualifications:**

- A University Degree in Social Work or possession of other equivalent qualification as may be acceptable to the Department of Justice and other authorities.

Knowledge:

- Sound knowledge and understanding of the criminal justice system including programs designed to assist prisoners'/offenders' rehabilitation;
- Understanding of the issues associated with community safety in relation to offenders released under community supervision;
- Knowledge of overall Government system and processes (National, Provincial, District and Local Level Government).

Attributes:

- Must be honest and reliable
- Ability to work in a cross-cultural environment
- Must not have any criminal records.

Skills:

- Sound analytical and excellent communication and report writing skills;
- Computer literate;
- Ability to effectively communicate with people from all levels of society;
- Good presentation skills.

Experience:

- Proven experience in coordinating a team of professionals and monitoring their performance against statutory requirements;
- Experience working in the criminal justice system or related field.