



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

	<b>SEQ. NO.</b>	<b>POS. NO.</b> DJAGPS. 02
<b>DEPARTMENT:</b> JUSTICE & ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFICATION</b> DEPUTY DIRECTOR POLICY & STANDARDS GR. 17	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION</b> DEPUTY DIRECTOR GR. 17	
<b>DIVISION:</b> JUSTICE ADMINISTRATION	<b>HIGHEST SUBORDINATE</b> MANAGER STANDARDS & MONITORING GR. 16	<b>POS. NO</b> DJAGPS. 04
<b>BRANCH</b> PROBATION SERVICES	<b>IMMEDIATE SUPERVISOR</b> CHIEF PROBATION OFFICER GR 19	<b>POS. NO:</b> DJAGPS.01
<b>SECTION</b>	<b>LOCATION</b> PROBATION HEADQUARTERS GARDEN CITY - BOROKO	

### HISTORY OF POSITION

<b>DPM FILE NO:</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
HRM 8.1.20/PS: 03/13	31 <sup>ST</sup> MARCH 2013	REDES, RENUM

### PURPOSE OF JOB

- The Deputy Director for Policy & Standards is responsible for ensuring set professional standards procedure and guidelines in all aspects relating to the relevant legislations and policies administered and coordinated by the Branch are complied and implemented accordingly to the required and expected standards;
- Responsible for identifying deficiencies in professional standards procedures and guidelines and the moral code of ethics and; develop appropriate strategies to address deficiencies in consultation with the Chief Probation Officer and senior managers;

- To work in close consultation with the Manager Standards & Monitoring, the Training Coordinator including the Senior Probation Officers and Probation officers throughout the country to ensure that the professionalism standard procedures and guidelines are practiced and maintained at all times in the performance of probation officers roles and responsibilities.

## **ACCOUNTABILITIES**

- In close consultation with the CPO to effectively monitor and supervise
- the performance of senior Probation Officers including all Probation Officers to ensure standards procedures and guidelines are complied with, implemented and maintained at all times in the delivery of Probation services and programs at provincial & district level.
- Ensure professional standard guidelines and the moral code of ethics are effectively implemented and maintained at a higher standard/level.
- Assist and guide the Manager Standards & Monitoring, the Training Coordinator develop appropriate training guidelines for SPO & Pos at Provincial and District level;
- Assist and guide SPO to develop appropriate Provincial Work Program consistent with legislative requirements and Department's Corporate Plan and the overall governments Medium/Long Term Development Strategy and Sector Strategic Framework (SSF);
- Ensure directives/instructions from the CPO or court decisions are effectively implemented.

## **MAJOR DUTIES**

- In consultation with the Manager Standards & Monitoring monitor the staff performance through regular appraisals and ensure staff comply with relevant policies and practices;
- In consultation with the Training Coordinator identify training needs of officers and liaise with HRM with all personal matters affecting officers within the four (4) region of the country;
- Coordinate internal and external training programs with relevant agencies or appropriate authorities;
- Liaise with the Deputy Director Administration regarding the provincial & district operational requests;
- Coordinate & Monitor case file inspection (CFI) visits to provincial & district centers within the 4 region by the Manager for Standards & Monitoring to ensure officers are complying with Probation standard procedures and guidelines (case management system) particularly in the supervision of offenders case files including the standards & quality of court reports;
- Ensure inspection reports are submitted with recommendations for implementation;
- Analyse inspection reports and monitor professional standards and requirements are maintained;

- Institute disciplinary action against officers within the region who knowingly fail to comply with standard procedure and policies in the performance of their duties;
- Ensure Management Information System reports/Statistical data are completed in an accurate and timely manner;
- Analyse MIS and monitor performance level of each office in terms of the court and related reports compiled and submitted.;
- Monitor officers caseload and the standard of supervision provided to offenders;
- Maintain regular consultation, coordination and advise to Provincial Administration within the region on the operation of the Probation Services in the province;
- Assist and inform the CPO on issues affecting professional standards of the Branch;
- Coordinate the compilation of the Annual Probation Service Report
- Perform other duties as directed in consistent with the above.

## **REPORTING AND WORKING RELATIONSHIP:**

### **INTERNAL**

- Report directly to the Chief Probation Officer;
- Maintain regular and close consultation with the Deputy Director Administration including senior managers on all matters relating to the operations of the Probation Services in all four (4) regions of the country;
- Provide guidance and maintain close working relationship with the senior managers and SPO's at all times in regard to the implementation of the Probation services and related program activities in respective provinces.

## **WORKING RELATIONSHIP:**

### **EXTERNAL**

- Create and establish good working relationship with agencies in the Law & Justice sector, other appropriate authorities, Provincial and District administration, NGO, CBO and churches within the region;
- Liaise with appropriate training institutions to obtain or gather relevant information in regard to types of training offered ie, skills training and other relevant training to better equip officers in the performance of their roles and responsibilities.

## **PERSON AND POSITIONS SPECIFICATIONS:**

### **Qualifications:**

- Appropriate University Degree in Social Sciences or Psychology or possession of other equivalent qualification as may be acceptable to the Department of Justice and to appropriate authorities.

### **Knowledge:**

- Sound knowledge 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 on community supervision;
- Knowledge of the National, Provincial, District and Local Level government processes or systems.

**Attributes:**

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

**Skills:**

- Sound analytical and excellent report writing skills;
- Excellent oral and written communication skills;
- Computer literate;
- Ability to effectively communicate with people at all levels of society.

**Experience:**

- Experience working in the criminal justice system or related field is highly desirable;
- Experience in the public service or in a similar field.