



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

	SEQ. NO.	POS. NO. DJAGPS 03
<b>DEPARTMENT:</b> JUSTICE AND ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFICATION</b> DEPUTY DIRECTOR ADMINISTRATION GR. 17	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION</b> DEPUTY DIRECTOR GR. 17	
<b>DIVISION:</b> JUSTICE ADMINISTRATION	<b>HIGHEST SUBORDINATE</b> MANAGER PROGRAMS GR. 16	<b>POS. NOs:</b> DJAGPS 34
<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

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

### PURPOSE OF JOB

- The purpose of this position is to assist the Chief Probation Officer in all facets of administration, management and control of the operational program activities of the Probation Services.
- Provide proper and effective guidance and supervision of the Probation Service officers & staff in the delivery of Probation Services.

### ACCOUNTABILITIES

- Assist and support the Chief Probation Officer in the day-to-day management and administration of the Probation Service;
- Ensure that the program activities for all sections are progressing and on target and within the timeframe given;

- Ensure that staff members including volunteers comply with policies and procedures set in place;
- Ensure effective implementation of directives and decisions of the CPO;
- Compliance of the efficient & effective management of the Financial Management procedures and practices.

## **MAJOR DUTIES**

- Carry out specific tasks delegated by the Chief Probation Officer relating to the organization and operation of the Probation Service;
- Carry out such administrative and operational duties as directed by the Chief Probation Officer;
- Organize and chair meetings of senior staff for the purpose of ensuring efficiency and effective operation of the Probation Service;
- Carry out periodical inspection visits as when required by the Chief Probation Officer;
- Represent the Probation Service at committees, meeting, workshop, or conferences as and when required;
- Assist and work with the Chief Probation Officer and senior management staff in the preparation of Budget estimates for Probation Service;
- Maintain regular contact with the senior managers at HQs including Senior Probation Officers and provide information on the operations of the Probation Service to all officers and staff of Probation Services and relevant stakeholders and partners;
- Collate and compile Annual Probation Service Reports;
- Perform other duties consistent with the above.

## **REPORTING AND WORKING RELATIONSHIP:**

### **INTERNAL**

- Report directly to the Chief Probation Officer on all matters relating to the operation of the Service including staff of Headquarters, provinces, districts and maintain effective communication;
- Maintain regular and close consultation with the CPO & senior managers on all matters relating to the operations of Probation Service;
- Provide guidance and maintain close working relationship all senior officers including Senior Probation Officer at all times in regard to the implementation of program activities in respective provinces.

## **WORKING RELATIONSHIP:**

### **EXTERNAL**

- Create, establish and maintain good working relationship with agencies in the Law & Justice sector, other appropriate authorities, Provincial and District administration, NGO, CBO, churches and civil society in the region responsible;

- 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;
- Magisterial Services;
- National & Supreme Courts;
- Department of Correctional Services;
- Provincial & District Administration/Local Level Government;
- Development Partners.

## **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 the Department of Personnel Management.

### **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
- Be of strong character and sober habits
- Be a team player.

### **Skills:**

- Sound analytical skills and ability to interpret legislations and policies
- Excellent report writing skills;
- Excellent level of oral and written communication skills;
- Computer literate;
- Ability to effectively communicate with people at all levels of society
- Sound coordination and consultation skills
- Demonstrated initiative and a strong desire to make things happen.

### **Experience:**

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