



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

	<b>SEQ. NO.</b>	<b>POS. NO.</b> DJAGPS. 08
<b>DEPARTMENT:</b> JUSTICE & ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFICATION</b> PROBATION OFFICER (NCD)	Gr.13
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION</b> PROBATION OFFICER	
<b>DIVISION:</b> JUSTICE ADMINISTRATION	<b>HIGHEST SUBORDINATE</b>	<b>POS. NO:</b>
<b>BRANCH:</b> PROBATION SERVICES	<b>IMMEDIATE SUPERVISOR</b> SENIOR PROBATION OFFICER (SPO)	<b>POS. NO:</b> DJAGPS. 32
<b>SECTION</b>	<b>LOCATION</b> NCD	

### HISTORY OF POSITION

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

### PURPOSE OF JOB

- The purpose of this position is to attend to court work duty, conduct interviews and compile court/pre sentence reports (PSR/MAR) and other appropriate court reports upon request from the courts
- Provide counseling and advice to offenders/prisoners under the supervision of the office.
- Assist the SPO in the proper management and administration of the office.

### ACCOUNTABILITIES

- Effective management and administration of the Probation Services and it's related programs and activities;
- Effective coordination of rehabilitation program in the community;
- Coordinate effective supervision of all adult and juvenile offenders/prisoners
- Coordinate appropriate training for volunteers

- Represent the field office in meetings, workshop and conferences as and when required.

### **MAJOR DUTIES**

- Through regular meetings and reports inform the SPO, Provincial and District Administration and relevant agencies in the Province;
- Assist the SPO conduct training and awareness to the communities;
- Attend to court work duties;
- Supervise, rehabilitate and provide counseling to offenders/prisoners referred by courts and appropriate authorities;
- Appoint, supervise and assist in the training of VPOs;
- Perform other duties as directed consistent with the above, or as directed by SPO.

### **REPORTING AND WORKING RELATIONSHIP -INTERNAL**

- Report directly to the SPO of the Province in all matters affecting the operations of the Provincial Probation Services;
- Work in close consultation with Volunteers.

### **WORKING RELATIONSHIP – EXTERNAL:**

- Work in close partnership with agencies within the Law & Justice Sector, other appropriate authorities, Non-Government agencies, Churches, Juvenile Institutions including civil society;
- Maintain regular contact with relevant provincial and district authorities in the program/activities that the Probation Service delivers.

### **PERSON AND POSITIONS SPECIFICATIONS:**

#### **Qualifications:**

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

#### **Knowledge:**

- Sound knowledge of the criminal justice system including programs designed to assist offenders/prisoners rehabilitation.
- Understanding of the issues associated with community safety in relation to offenders released on community supervision.

#### **Attributes:**

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

**Skills:**

- High level of oral and written communication skills
- Computer literate
- Counseling skills and sound understanding of offender rehabilitation
- Good team work 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 but not necessary;
- Experience working with people of all walks and ability to communicate effectively at all levels.