



DEPARTMENT OF PERSONNEL MANAGEMENT

JOB DESCRIPTION

	SEQ. NO.	POS. NO. DJAGPS.34
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION ASSISSTANT MANAGER PROJECTS & PROGRAM (HQS) GR.15	
OFFICE/AGENCY:	LOCAL DESIGNATION ASSISSTANT MANAGER PROJECTS & PROGRAMS	
DIVISION: COMMUNITY & RESTORATIVE JUSTICE SERVICES	HIGHEST SUBORDINATE LOGISTIC & ADMIN SUPPORT OFFICER GR.13 DRIVER & ADMIN SUPPORT OFFICER GR.08 OFFICE ATTENDANT & CLEANER GR.06	POS. NOs: DJAGPS. 07 DJAGPS.55 DJAGPS.59
BRANCH: PROBATION SERVICES	IMMEDIATE SUPERVISOR MANAGER GENERAL ADMINISTRATION & SUPPORT SERVICES GR.17	POS. NO: DJAGPS.03
SECTION	LOCATION PROBATION SERVICES HEADQUARTERS WNBH - WAGANI	

HISTORY OF POSITION

DMP FILE NO:	DATE OF VARIATION	DETAILS
OASTB: 1/100	1 st NOVEMBER 2000	RENUMBERED
OASTB: 1/100	16 th NOVEMBER 2000	NO CHANGE
OASTB:	MARCH 2008	RECLASS
OASTB:	2021	RECLASS/NO CHANGE

PURPOSE OF JOB

- To assist & provide effective support of the operational requirements of Provincial and District Probation Offices in a timely manner;
- Work in close consultation with the Deputy Directors and Managers prepare annual GoPNG and development budget submission for the Probation Branch in a timely manner;
- Prepare project proposals for funding assistance from development partners;
- Organize and coordinate timely on going payments to suppliers without unnecessary delays;
- Ensure financial management practices are strictly adhered to and complied with under the Financial Management Act;
- To coordinate all approved logistical requirements in a cost-effective manner.

ACCOUNTABILITIES

- Keep budget allocation to Provincial Centers under continuous control and monitor expenditure according to planned activities;
- Ensure proper and accurate record of budget expenditures are kept;
- Timely preparation of relevant budget submission to appropriate authorities;
- Ensuring prudent financial management practices and good governance is adhered to at all times;
- Ensure all approved request for payments are processed in a timely manner

MAJOR DUTIES

- Coordinate and settle all Probation operational payments in a timely manner;
- Supervise the control and distribution of office supplies to Provincial/District Centres;
- Assist support the set-up or improve inventory asset register for Probation centres throughout the country;
- Provide expenditure report (recurrent & development) to the CPO [through the office of the appropriate Deputy Director] as and when required;
- Responsible for the proper coordination of adequate office supplies and material for the smooth operation of Provincial/District Probation offices;
- Attend to queries and provide formal timely honest and quality response accordingly;
- Prepare annual budget estimates for the Probation Service;
- Ensure immediate and accurate acquittals are provided to authorities and development partners;
- Perform other duties as directed and in consistent with the above

REPORTING AND WORKING RELATIONSHIP:**INTERNAL**

- Report directly to the Chief Probation Officer [through the Deputy Director for Administration];
- Work in close consultation with Senior Managers of the Probation Service on all operational matters affecting the Service and provide quality advice on behalf of the Probation Service;;
- Liaise with appropriate officers of the Department on issues relating to payment and financial matters affecting the office.

WORKING RELATIONSHIP:**EXTERNAL**

- Liaise directly with reputable suppliers of goods and services and establish good rapport and client relationship without fear or favor;
- Liaise and consult with development partners on related financial matters to the office of the CPO [through the appropriate managers] accordingly

PERSON AND POSITIONS SPECIFICATIONS:**Qualifications:**

- Must have a Degree in Accounting or other educational qualification in a similar field as may be acceptable to the Department of Justice and appropriate authorities.

Knowledge:

- Sound knowledge and understanding of the procurement and material handling;
- Fair knowledge and understanding of the roles and responsibilities of CBC/JJ officers;
- Good knowledge in the application of software programs such as spread sheet, excel and other necessary programs;

Attributes:

- Demonstrate leadership qualities;
- Must be honest and reliable;
- Ability to work in cross-cultural environment;
- Must not have any criminal records;

Skills:

- Ability to work for long hours and meet deadlines;
- Computer literate and application of use of appropriate software programs related to the position;
- Good oral and written communication skills;
- Ability to work with people of all levels
- Good presentation skills

Experience:

- A minimum of 5-6 years experience in a similar or related field would be highly desirable;
- Experience in the public service would be an advantage but not necessary