



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

	<b>SEQ. NO:</b>	<b>POS. NO.</b> DJAGVC. 05
<b>DEPARTMENT:</b> JUSTICE & ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFIATION</b> ASSISTANT MANAGER LAND MEDIATION GR. 16	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION</b> ASSISTANT MANAGER LAND MEDIATION	
<b>DIVISION:</b> JUSTICE ADMINISTRATION	<b>HIGHEST SUBORDINATE</b> SENIOR LAND MEDIATION OFFICER GR. 14	<b>POS. NO.</b> DJAGVC.20
<b>BRANCH:</b> VILLAGE COURTS & LAND MEDIATION	<b>IMMEDIATE SUPERVISOR</b> DEPUTY DIRECTOR- OPERATIONS, GR. 18	<b>POS. NO.</b> DJAGVC .02
<b>SECTION:</b>	<b>LOCATION:</b> WAIGANI	

### HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
OASTB: 1/00	01 NOVEMBER 2000	RECLASS
OASTB: 1/00	16 NOVEMBER 2000	NO CHANGE
HRM 8.1.20/VC: 11/8	26 <sup>TH</sup> NOVEMBER 2008	RECLASS
HRM 8.1.20/VC: 31/13	31 <sup>ST</sup> MARCH 2013	

### PURPOSE OF THE JOB

The Village Courts Secretariat was established under Section 3 of the Village Courts Act, 1989 for the purpose of managing the system of Village Courts and Village Peace Officer system while the Land Mediation is provided for under the Land Disputes Settlement Act Chapter 44 and recently, the White Paper on Law and Justice has provided for the establishment of Community Justice Service Delivery Centres to ensure that community based justice services are easily accessible to the wider population.

The purpose of the Assistant Manager Land Mediation is to plan and implement Customary Land Mediation program in line with the Land Disputes Settlement Act, Chapter 45.

### ACCOUNTABLE

- For providing timely professional advice on the key issues affecting the operations of the Land Mediation and the implications.

## **MAJOR TASKS**

- Develop appropriate programs relating to Land Mediation throughout the country
- Liaise and work closely with Provincial Land Dispute Committees in the appointment of Land Mediators
- Visit disputed customary lands and make recommendation for mediation
- Liaise with the Provincial relevant stakeholders for the selection of Land Mediators
- Organize and conduct training and workshop for Land Mediation and Customary Land Officers
- Maintain update record of Land Mediators
- Develop policy proposed to improve management Land Mediation
- Supervise subordinate to implement programs on Land Mediation
- In consultation with Chief Magistrate appoint and gazette Provincial Land Court Magistrates
- Perform duties as required

## **REPORTING AND WORKING RELATIONSHIP**

### **INTERNAL – VERTICAL**

- Manager, on all matters relating to the management of Land Mediation.

### **INTERNAL – HORIZONTAL**

- Assistant Manager on all matter relating to Land Mediation in the respective provinces.

### **WORKING RELATIONSHIP – EXTERNAL**

- Co-coordinator Land Mediation on all matter relating to Land Mediation in the provinces.

## **PERSONS AND POSITION SPECIFICATION**

### **Qualification**

- Must have a Master Degree in Public Administration or other related field of expertise.
- Must have a Degree in Business Management majoring in Public Policy, Public Administration, Strategic Management, and or; Social Work from a recognized University.

## **KNOWLEDGE**

- Extensive knowledge on:
  - Village Courts Act and Regulations
  - Land Disputes Settlement Act and Regulations
  - Public Service Management Act and the General Orders
  - Public Finance Management Act
  - Organic Law on Provincial Governments & Local Level Governments.

**SKILLS**

- Highly skilled in Policy Formulation
- Possess good management skills

**EXPERIENCE**

- 10 or more years in a senior management level.