



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	POS. NO. DJAGVC. 23
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION GAZETTAL OFFICER (LAND MEDIATION) GR. 11	
OFFICE/AGENCY:	LOCAL DESIGNATION GAZETTAL OFFICER (LAND MEDIATION)	
DIVISION: JUSTICE ADMINISTRATION	HIGHEST SUBORDINATE	POS. NO.
BRANCH: VILLAGE COURTS & LAND MEDIATION	IMMEDIATE SUPERVISOR SENIOR APPOINTMENT & REVIEW OFFICER GR. 14	POS. NO. DJAGVC. 10
SECTION:	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/VC: 11/8	26 TH NOVEMBER 2008	CREATED
HRM 8.1.20/VC: 31/13	31 ST MARCH 2013	

PURPOSE

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 Gazettal Officer is to manage the gazettal of appointment of Permanent Land Mediators and ad-hoc mediators so that land disputes are effectively mediated at the community level.

ACCOUNTABLE

- For ensuring that appointment of Permanent Land Mediators and ad-hoc land mediators are gazette.

MAJOR TASKS

- Maintain contact with Provincial Land Disputes Committee on the gazettal of Permanent Land Mediators
- Keep proper records of gazettal of Land Mediators and Land Mediation Divisions and Land Mediation Areas
- Liaise with Government Printing Office on the gazettal of Land Mediators
- Perform other duties as required

REPORTING AND WORKING RELATIONSHIP – INTERNAL

VERTICAL

- Appointment & Revocation Officer on all matters relating to gazettal of appointment of Permanent Land Mediators.

HORIZONTAL

- Data Analyst on matters relating to gazettal of appointments of Permanent Land Mediators.

PERSON AND POSITION SPECIFICATIONS

Qualification

- Grade 12 qualification would be an advantage.

Knowledge

- Land Disputes Settlement Act.

Skills

- Microsoft Word and Excel programs.

Experience

- 1 – 2 years experience in a similar field.