



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

	<b>SEQ. NO:</b>	<b>POS. NO.</b> DJAGVC.31
<b>DEPARTMENT:</b> JUSTICE & ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFICATION</b> PROVINCIAL LIAISON OFFICER (MILNE BAY PROVINCE) GR. 13	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION</b> PROVINCIAL LIAISON OFFICER (MILNE BAY PROVINCE) GR. 13	
<b>DIVISION:</b> JUSTICE ADMINISTRATION	<b>HIGHEST SUBORDINATE</b>	<b>POS. NO.</b>
<b>BRANCH:</b> VILLAGE COURTS & LAND MEDIATION SECRETARIAT	<b>IMMEDIATE SUPERVISOR</b> REGIONAL LIAISON OFFICER (ISLANDS & SOUTHERN) GR.15	<b>POS. NO.</b> DJAGVC. 26
<b>SECTION:</b> POLICY AND OPERATION	<b>LOCATION:</b> MILNE BAY PROVINCE	

### HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/VC: 11/8	26 <sup>TH</sup> NOVEMBER 2008	CREATED
HRM 8.1.20/VC: 31/13	31 <sup>ST</sup> MARCH 2013	REVIEWED
HRM 8.1.20/VC: 31/13	04 <sup>TH</sup> JUNE 2021	REVIEWED

### PURPOSE

- To perform tasks of coordinating all Village Courts and Land Mediation Programs in consultation with Provincial Administrations and Local Level Governments and other Law and Justice Sector Agencies in the respective provinces

## **ACCOUNTABLE**

- For effective coordination of Village Courts and Land Mediation Programs and maintain effective collaboration with stakeholders in the Province.

## **MAJOR TASKS**

- Implement the Crime Prevention through Revitalized Village Courts System Strategy 2020-2030 and land mediation programs in the Province and annually develop work plans and submit to VCLMS on these two (2) programs.
- Provide technical advice to Provincial Government and Local Level Government pertaining to Village Courts and land mediation activities in the provinces.
- Make regular visits to village court areas in the Province and hold a meeting to discuss issues affecting the operation of village courts and land mediation in the Province.
- Liaise with training officer and conduct workshop for village courts officials and land mediators.
- Carry out inspection into the operation of village courts and land mediation in the Province.
- Provide quarterly reports to VCLMS on the operation of village courts and land mediation at the Provincial level.
- Conduct training needs analysis, identify performance gaps, competency-based training and liaises with the Village Courts & Land Mediation Secretariat (VCLMS), Provincial Administration, and conduct training for village courts officials and Land Mediators.
- Liaise with Provincial Administration to collect and update village court officials' demography or bio-data for officials.
- Conduct an annual audit on village courts and land mediation and provide the report to the head office.
- Ensure that there is an effective dialogue established and maintain between DJAG and Provincial Administration in establishing the Provincial Village Courts Committee.
- Provide effective and efficient Secretariat support to the Provincial Village Court Committee (PVCC) and Provincial Land Dispute Settlement Committee (PLDC) by ensuring that compulsory quarterly PVCC and PLDC meetings are conducted, meeting notices and minutes are circulated within ten working days.
- Ensure that all the Village Court Officials in the Province who are not on the payroll provide all the required documents for hiring.
- Attend to officials' queries and provide feedback professionally and in a timely manner.

## **REPORTING AND WORKING RELATIONSHIP – INTERNAL**

### **VERTICAL**

- Deputy Director for all matters relating to Village Courts programs.

### **HORIZONTAL**

- Regional Land Mediation Coordinator for all matters relating to land mediation activities in all provinces.
- Provincial Village Courts Committee member

## **WORKING RELATIONSHIP – EXTERNAL**

- Provincial Governments and Local Level Governments on matters relating to Village Courts and Land Mediation.
- National Identity Office (Provincial Agent).
- Department of Provincial, Local Level Government Affairs.
- Magisterial Services.

## **PERSON AND POSITION SPECIFICATIONS**

### **Qualification**

- Must have a Degree in Public Policy Management, Strategic Management, and or; Social Work.
- Must possess a Grade 12 Certificate from a recognized Secondary School.

### **Knowledge**

- *Village Courts Act* and Regulation.
- Crime Prevention through Revitalized Village Courts Strategy 2020-2030.
- National Constitution.
- *District Court Act*.
- *Land Disputes Settlement Act, 1975* (Chapter 45).
- *Family Protection Act 2015*
- Excellent knowledge of provincial village court areas.
- Public Service General Order 04<sup>th</sup> Edition, 2021.
- DJAG Core Values.

### **Skills**

- Must have translation skills.
- Must have some skill of adult training.
- Must have good oral and written communication.
- Proficient computer soft skills.
- Data analysis and predictive skills.
- Stakeholders mapping, engagement, and relationship management.
- Train the trainer skills.
- Excellent report writing skills.
- Basic capacity audit skills.
- Leadership and management skills.

### **Experience**

- Five years of working experience in village courts or similar fields.