



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

	SEQ. NO.	POS. NO.
<b>DEPARTMENT:</b> JUSTICE & ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFICATION</b> DEPUTY DIRECTOR <del>JUVENILE JUSTICE</del> <del>SECRETARIAT POLICY &amp; STANDARD</del> GR.17	DJAGJJ.02
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION</b>	
<b>DIVISION:</b> JUSTICE ADMINISTRATION	<b>HIGHEST SUBORDINATE</b> <del>COMMUNICATION &amp; LIAISON-</del> <del>OFFICER</del> <del>MANAGER MONITORING &amp;</del> <del>STANDARD</del>	<b>POS. NO:</b> DJAGJJ.103
<b>BRANCH:</b> JUVENILE JUSTICE SERVICES	<b>IMMEDIATE SUPERVISOR</b> <del>EXECUTIVE</del> DIRECTOR JUVENILE JUSTICE SERVICES, GR.19	<b>POS. NO:</b> DJAGJJ.01
<b>SECTION</b>	<b>LOCATION</b> JUVENILE JUSTICE <del>HQS-SERVICE HEAD</del> <del>OFFICE- WAIGANI</del> GARDEN CITY- BOROKO	

### HISTORY OF POSITION

DPM FILE	DATE OF VARIATION	DETAILS
HRM 8.1.20/JJ: 08/12	31 <sup>ST</sup> MARCH 2013	REDES, RECLASS, RENUM

### PURPOSE OF JOB

The Deputy Director Juvenile Justice Secretariat is responsible for providing Secretariat support services to the National Juvenile Justice Committee; this role further supports and coordinates the implementation of the work plans of the Provincial Juvenile Justice Committees. It also involves monitoring the performance of Juvenile Justice Officers. Establish and coordinate standardized procedures and protocols for Juvenile Justice Officers to manage their case files; and establish a coordinated sustainable professional development program of the Branch's professional officers.

~~Responsible for the wide range of corporate responsibilities including establishing and maintaining office facilities and infrastructure, technology and communication systems, human resource management, budgets and expenditure and annual planning.~~

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## ACCOUNTABILITIES

- ~~Ensure that the Juvenile Justice Services is managed effectively and that all corporate functions of the Branch are performed promptly and to a high standard (HR, IT, Finance, Planning, Facilities, Infrastructure and Communications);~~
- ~~That all functions and powers relating to Juvenile Justice Officers are diligently carried out and that Juvenile Justice Officers are effectively meeting their roles and responsibilities to the Courts, the community and juvenile offenders (measured by formal feedback reporting from key stakeholders);~~
- That Juvenile Justice Officers have the skills, knowledge and are equipped accordingly to effectively perform their roles and responsibilities;
- That performance and statistical reporting requirements to the Juvenile Justice Headquarters are met on scheduled as required;
- Liaise with other partners in the juvenile justice system to ensure that the Juvenile Justice Services are effectively coordinated;
- Ensure the effective implementation of the Juvenile Justice Reform program is reached to all provinces and at district levels.

## MAJOR DUTIES

- Coordinate and monitor regular PJJJC meetings as stipulated under the appropriate Juvenile Justice Act;
- Provide timely and reliable support secretariat services to the National Provincial Juvenile Justice Committees;
- Coordinate and support the implementation of the resolutions of the NJJC meeting in a timely manner; PJJC Plans in close consultations with the provincial administrations
- Represent the Branch at meetings, committees and other appropriate provincial forums;
- Undertake provincial visits as and when required;
- Develop and monitor rehabilitation and reintegration programs for juveniles offenders who are on subject to both communitycustodial and non-custodial orderssentencing;
- ~~Prepare budget submissions or proposals in response to new initiatives for young people in conflict with the law;~~
- ~~Liaise with Provincial Juvenile Justice Working Groups and provide advice and support where appropriate;~~
- ~~Coordinate the timely gazettal of Juvenile Courts, Juvenile Court Magistrates, Juvenile Justice Officers, Volunteer Juvenile Justice Officers and Juvenile facilities Institutions including the revocation of the same as and when required under the Juvenile Justice Act 2014;~~
- Ensure that only qualified and appropriate persons are appointed as Juvenile Justice Officers and Volunteer Juvenile Justice officers, ensuring that they have the requisite skills, attributes and experience to meet the rigorous requirements set out under the Act;
- Monitor quality of work performed by the Juvenile Justice Officers, and that their work [and that of the Juvenile Justice Service generally] meets the expectations of judicial officers and other stakeholders; (Manager Standards & Monitoring)
- Ensure that the Juvenile Justice Officers fulfill their statutory duties as required under the Juvenile Justice Act and the Criminal Law [Compensation] Act 1991;
- ~~Refer to Statutory Obligation [roles and responsibilities] stipulated under the Juvenile Justice Act];~~
- Ensure that Juvenile Justice Officers maintain CONFIDENTIAL accurate records and case notes of juvenile offenders under their care and provide

monthly reports to the Juvenile Justice Branch, including data on the key performance indicators; (manager & monitoring & standards)

- Develop and implement improvements to the methods of investigation, the reliable gathering of information, and quality assessment of recommendation made in the pre sentence reports and other court reports as required;
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- Develop policies and administrative procedures that will provide a reliable and consistent level of performance by Juvenile Justice Officers across the country;
- Hold regular meetings with Juvenile Justice Officers in order to develop skills, build on effective and motivated professional team, and ensure that approved administrative procedures are applied accordingly; (manager standards)
- — Ensure that the sustainable professional development program for Juvenile Justice Officers and VJJO is conducted annually and that funding for this training is sourced from within the recurrent budget;
- — Conduct inspection visits to Juvenile detention facilities and other Correctional Centers where juveniles are located and make mandatory [written] reports to the appropriate authorities where there is obvious disregard of the compliance of the minimum standards requirements as directed;
- — Represent the Juvenile Justice Service at meetings, committees and appropriate forums;
- — Conduct restorative juvenile justice awareness programs in schools, forums and communities; JJOs
- — Provide DJAG with quarterly reports on the outputs and performance of the Juvenile Justice Services Branch as well as annual reports to the Minister for Justice through the Secretary's Office as required under the Act.
- — Supervise staff under your supervision.

## REPORTING AND WORK RELATIONSHIP:

### INTERNAL

- This position reports to the Director Juvenile Justice Service but maintains a consultative role with the Chairman of the National Juvenile Justice Committee;
- This position also provides effective communication link maintains the working relationship with the Provincial Juvenile Justice Committees through the Juvenile Justice Office.

## WORK RELATIONSHIP:

### EXTERNAL

- This position liaises with relevant agencies in the Law & Justice Sector;
- Liaise and work with Managers and staff from the Juvenile facilities located throughout the country;
- Maintain effective collaboration with Church and Non Government agencies involved in the delivery of juvenile justice services on behalf of the Department;
- Establish and maintain good working relationship with parents, guardians, community leaders and appropriate authorities working for the best interest of the children in conflict with the law. JJOS
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## PERSON AND POSITION SPECIFICATIONS

**Qualifications:**

- ~~Appropriate~~ At least a University degree in Public Policy Management ~~in or in~~ a discipline as may be acceptable to the Department of Justice and Attorney General or other authorities.

**Knowledge:**

- Sound knowledge and understanding of the Criminal Justice System and relevant International Conventions and Human Rights;
- High level of understanding contemporary issues that impact on juveniles in conflict with the law;
- High level understanding of criminal justice system and relevant legislation that relates to juvenile offenders; ~~the Criminal Code Act and the understanding of the process of rehabilitating juveniles.~~
- Sound knowledge and understanding on the public policy implementation and reporting

**Attributes:**

- Must be honest and reliable
- Must not have any criminal records.

**Skills:**

- High level communication and report writing skills;
- Computer literate;
- Demonstrate good leadership;
- Ability to make things happen;
- Team Player.

**Experience:**

- Minimum of five (5) years experience working in a related or similar field would be acceptable;
- Proven experience in coordinating a team of professionals and monitoring their performance against statutory requirements;
- Experience in a management role would be an advantage.