



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

	<b>SEQ. NO.</b>	<b>POS. NO.</b> DJAGJJ. 03
<b>DEPARTMENT:</b> JUSTICE & ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFICATION</b> MANAGER JUVENILE JUSTICE PLANNING & IMPLEMENTATION, GR. 16	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION</b>	
<b>DIVISION:</b> JUSTICE ADMINISTRATION	<b>HIGHEST SUBORDINATE</b>	<b>POS. NOs:</b>
<b>BRANCH:</b> JUVENILE JUSTICE SERVICE	<b>IMMEDIATE SUPERVISOR</b> DEPUTY DIRECTOR- POLICY & STANDARDS, GR.17	<b>POS. NO:</b> DJAGJJ. 02
<b>SECTION</b>	<b>LOCATION</b> JUVENILE JUSTICE SERVICE HEAD OFFICE- WAIGANI	

### HISTORY OF POSITION

DPM FILE	DATE OF VARIATION	DETAILS
HRM 8.1.20/JJ: 31/13	31 <sup>ST</sup> MARCH 2013	REDES, RECLASS, RENUM

### PURPOSE OF JOB

The Manager JJ Planning & Implementation is responsible for the facilitation and coordination of planning and implementation aspects of Juvenile Justice Service's operations. Its responsibility is to monitor implementation of its annual activity work plans, the Juvenile Justice Officer work plans including Provincial Juvenile Justice Committee work plans. This position is also responsible for the review, development, coordination and the implementation of the Juvenile Justice National Plans and its subsequent plans and policies.

### ACCOUNTABILITIES

- That all functions and powers of a Manager JJ Planning & Implementation are diligently and professionally carried out.
- The main role of this position is to adequately plan for the development of short, medium and long term plans for Juvenile Justice Service (JJS) for effective service delivery.

- Establish linkages between government agencies and non-government bodies delivering juvenile justice services that the facilitation of monitoring and evaluation of the performance of the JJS KRAs are conducted within the required time frame for the purposes of efficient planning and resourcing of future JJS operations.
- Those general breaches of human rights within the juvenile justice system are reported to the relevant authorities and forums responsible for human rights to take appropriate action.

## **MAJOR DUTIES**

- Ensure that all statutory duties under the Juvenile Justice Act are diligently and professionally carried out, including: Development and review of policies and plans, and provide quarterly implementation reports
- Ensure that annual budgets are prepared within reasonable to time and submitted to the appropriate authorities.
- Build partnerships at all levels of government, non-government organizations, faith-based organizations, and private sector entities which provide victim support, refuge, accommodation, counseling, or rehabilitation and reintegration programs for offenders.
- Represent the Juvenile Justice Service at the meetings, conference and appropriate forums.
- Ensure that the branch and JJOs annual work plans are properly aligned to delivering the juvenile justice service responsibilities prescribed in the Juvenile Justice National Plan and DJAG Cooperate Plan
- Ensure that the M&E framework is established to better monitor and measure the progress or the outcome of deliverables pertaining to the Plans and Polices.
- Perform other duties consistent with the above and as required under the Juvenile Justice Act 2014

## **REPORTING AND WORKING RELATIONSHIP:**

### **INTERNAL:**

- Report to the Deputy Director – Operations and Administration
- Works cooperatively with the Manager Monitoring & Standards, and other Senior Officers and Provincial Officers of the Juvenile Justice Service - and other branches within the justice administration division of DJAG.

### **WORKING RELATIONSHIP:**

#### **EXTERNAL:**

- Maintain regular contact with agencies at all levels in the Law and Justice Sector and other Sectors Provincial and District administration, community organizations, civil society organization and churches and individuals.
- Establish and maintain a good working relationship with development partners, donors and other international organizations to gain technical other support

## **PERSON AND POSITIONS SPECIFICATIONS:**

### **Qualifications:**

- University degree in Social Work, Business Management, or equivalent discipline acceptable to the DJAG and other authorities.

**Knowledge:**

- Sound knowledge and understanding of the Criminal Justice System and relevant international conventions relating to correctional services and human rights and a high level of understanding of contemporary issues that impact on juveniles in conflict with the law, including the process of rehabilitating detainees.
- Some knowledge of Court procedures and proven skills to make coherent and credible submissions to a court in session.
- Sound knowledge of planning, monitoring, evaluation, reporting, budgeting and programing within the public services but not essential

**Attributes:**

- Responsible, self-disciplined professional with the capacity to work effectively with people at all levels.
- Maintain high level of integrity when discharging of your duties.

**Skills:**

- Well-developed skills in planning, consultations and negotiations.
- High level of communication and report writing skills.
- A good team player

**Experience:**

- Five to ten (5-10) years of previous work experience in a similar or related field would be an advantage.