PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO.	**POS. NO.** DJAGJJ.14
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	**DESIGNATION/CLASSIFICATION** SENIOR JUVENILE JUSTICE OFFICER (NORTHERN PROVINCE) GR. 14	
OFFICE/AGENCY:	**LOCAL DESIGNATION** SENIOR JUVENILE JUSTICE OFFICER	
DIVISION: JUSTICE ADMINISTRATION	**HIGHEST SUBORDINATE** JUVENILE JUSTICE OFFICER	**POS. NO**: DJAGJJ.04
BRANCH: JUVENILE JUSTICE SERVICE	**IMMEDIATE SUPERVISOR** MANAGER STANDARDS & MONITORING GR.16	**POS. NO:** DJAGJJ.04
SECTION	**LOCATION** NORTHERN PROVINCE	

HISTORY OF POSITION

DPM FILE NO:	DATE OF VARIATION	DETAILS
HRM 8.1.20/JJ: 31/13	31st March 2013	RENUMBERED

PURPOSE OF JOB

- The purpose of this position is to ensure that the duties performed contributes to the fulfilment of the of the objectives of the Juvenile Justice Act 2014 in protecting the legal and human rights of the juvenile in the criminal justice system. This position also ensures to promote corporation, networking, partnership and advocacy amongst relevant stakeholders on the objectives and general principles of the *Juvenile Justice Act 2014* and other enabling legislations, policies and plans pertaining to juvenile justice service.

ACCOUNTABILITIES:

- That all functions and powers relating to Senior Juvenile Justice Offices are diligently carried out to the satisfactory of the Courts, the Community and the Juvenile according to the Juvenile Justice Act 2014;

- That the legal and human rights of juveniles are protected throughout the Criminal Justice System
- That the Courts and other authorities are provided with factual and objective reports on juveniles in a timely manner as required;
- That cooperative partnership between DJAG and appropriate accredited individuals and reputable NGO's, Churches or organizations and other institutions [engaged in the education, rehabilitation, or the supervision of offenders on diversion or community work orders] are being established and maintained;
- That performance and statistical reporting requirements to the Juvenile Justice Service Head Office are met on schedule;
- That all Juvenile Justice Officers and Volunteer Juvenile Justice Officers are supervised accordingly as and when required.
- That general breaches of Human Rights identified within the system is reported to the appropriate authorities/bodies [legitimate] to consider immediate course of action;
- Ensure that the rights of juveniles are not being compromised, and that the minimum standards for juvenile institutions and juveniles in detention are being met;
- Ensure proper care and effective supervision is accorded to juveniles placed in any juvenile facilities;
- Ensure that all juvenile related matters are attended to immediately without delay.

MAJOR DUTIES:

- Attend to juvenile court work duties on a daily basis;
- Provide timely compilation and presentation of appropriate court reports on juveniles as required or requested by the courts and other authorities;
- Authenticate the pre-sentence reports and other reports as required and requested by the courts and other authorities;
- Keep proper and accurate records of juveniles who have been arrested, charged or detained by police, take appropriate action to ensure that their rights are protected and their parents or responsible persons are informed accordingly;
- Ensure that 'confidential' and accurate records and case notes of juveniles are maintained and that consolidated monthly reports are prepared and send to the Manager Monitoring and Standards
- Enter any police station, lock-up or any other place of detention for the purpose of interviewing a juvenile;
- Conduct or carry out inspection visits to Juvenile detention centres or other juvenile facilities and compile mandatory written reports to the appropriate authorities where there is evidence of the minimum standards being breached in gazetted juvenile facilities;
- Represent Juvenile Justice Service in meetings, committees and appropriate provincial forums;
- Supervise the work of the Juvenile Justice Officer or the Volunteer Juvenile Justice Officer by ensuring that the best interest of the juvenile is considered paramount in any juvenile related matters.

- Provide effective supervision of juveniles placed under the supervision of the Juvenile Justice Service;
- Provide secretariat support the to Provincial Juvenile Justice Committee
- Support the management of Juvenile Justice Service Head Office to coordinate appropriate trainings, workshops or activities as and when required.
- Promote corporation, networking, partnership and advocacy amongst relevant stakeholders on the objectives and general principles of the *Juvenile Justice Act 2014* and other enabling legislations, policies and plans pertaining to juvenile justice services.
- Conduct juvenile justice awareness programs to schools and communities;
- Provide overall management and leadership of the juvenile justice service provincial operations.
- Perform other duties as required consistent with the above.

REPORTING AND WORKING RELATIONSHIP:

INTERNAL

- Report directly to the Manager Standards & Monitoring;
- Work in close consultation with other senior juvenile justice officers for the proper and quality discharge of juvenile justice responsibilities.
- Liaise and work cooperatively with the management of JJS personnel at Juvenile Justice Service Head Office and other senior juvenile justice officers, other relevant branches with the Justice Administration Division of DJAG.

WORKING RELATIONSHIP:

EXTERNAL

- Maintain regular contact with agencies in the Law & Justice Sector, Provincial and District administration, community organizations and churches;
- Establish and maintain good working relationship with parents, guardians, community leaders and appropriate authorities in the best interest of the child;
- Establish good working relationship with Volunteer Juvenile Court Officers;
- Work in close consultation with the Office of the Child Protection, Department of Community Development and appropriate Development Partners advocating and supporting Children's Rights issues.

PERSONS AND POSITION SPECIFICATIONS:

Qualifications:

- University Degree in Social Work/Juvenile Justice/Justice Administration or equivalent discipline as may be acceptable to the Department of Justice and appropriate authorities;
- Diploma in Justice Administration.

Knowledge:

- Sound knowledge and understanding of the Criminal Justice System and relevant International Conventions human rights and a high level of understanding of contemporary issues that impact of juveniles in conflict with law;
- Understanding of court procedures
- Understanding the process of rehabilitating juveniles
- Fair understanding of the Juvenile Justice System.

Attributes:

- Must be honest and reliable
- Must not have any criminal records
- Must be child friendly
- Able to work in cross-cultural environment
- Unblemished level of integrity within the community.

Skills:

- High level communication and report- writing skills;
- Ability to communicate effectively with people of all walks
- Computer literate;
- Well developed skills in counselling and negotiating;
- Strong desire to make things happen:
- Demonstrate good leadership;
- Proven skills to make coherent and credible submissions to a court in session.

Experience:

At least 3-5 years experience in a similar field or equivalent will be an advantage.