



Name:			
Job Title:	Assistant Director National & Provincial Coordination	Job Category:	Executive Management
Department/Group:	Social Law and Order Sector / Law and Justice Sector Secretariat	Reports to:	Director SLOSS/LJSS
Location:	WNB Haus, Waigani		
Level/Salary Range:		Position Type:	Full time
Purpose:			
<ul style="list-style-type: none"> <i>The purpose of this role is to provide leadership and management for National and Provincial coordination and consultations to ensure policy directions and strategic goals are achieved.</i> 			
Job Description			
Roles and Responsibilities <ul style="list-style-type: none"> Actively participate in strategic planning of sector wide budgeting, policy development and reforms, and government agenda formulation Review existing / current Policies, Programs and plans and recommend improvements and innovations to revitalize stagnant processes, systems, etc. Contribute to policy planning that provides overall rationale that links the work of each agency and guides them towards the pursuit of common goals in the sector platform. Contribute to building partnerships between the government agencies within the sector and key stakeholders through community-based programs, etc. Contribute to design and development of crime prevention Strategies planning process and ensure programs are implemented at district levels Contribute to development of monitoring and evaluation process to ensure that implementation plans are effective and efficient in solving community law and justice issues Coordinate sector involvement in SLOSS ministerial committee and other high level and executive meetings at National and Provincial levels Design, develop and review staff development plans and training programs for SLOSS/LJSS staff Design, develop and review staff performance areas and align them to indicators for accountability and performance assessment purposes Manage staff performance and develop mentoring pathways for SLOSS/ LJSS Attend to any other tasks assigned by the Director SLOSS/LJSS 			
Qualifications and Education Requirements <ul style="list-style-type: none"> – Masters or higher qualification in Public Administration or Policy Development – seven years or more in management roles in Public or Private Service 			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	