



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: <i>Department of Justice & Attorney General</i>	SYS. POSN. NO: <i>0000253287</i>	REF. NO: <i>DJAGLJ.11</i>
OFFICE: <i>Law & Justice Sector Secretariat (HQ)</i>	DESIGNATION/CLASSIFICATION: <i>Coordinator Provincial (LJ SECTOR) / Gr.14</i>	
DIVISION: <i>National, Provincial Coordination and Crime Prevention</i>	LOCAL DESIGNATION: <i>Coordinator Provincial (LJ SECTOR)</i>	
BRANCH: <i>Law & Justice Sector Secretariat</i>	REPORTING TO: <i>Manager (SECTOR SLOS PROJECTS)</i>	
REPORTING TO: POS. NO: <i>0000253018</i>	REPORTING TO: POS. REF. NO: <i>DJAGLJ.05</i>	
SECTION: <i>Social Law & Order Sector</i>	LOCATION: <i>Waigani, NCD</i>	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
<i>DJAG-HRM-0-8-27</i>	<i>17th April 2025</i>	<i>Review/Revised</i>

2. PURPOSE

To facilitate and monitor the provincial implementation of Law & Justice Sector (LJS) programs, ensuring alignment with national policies while adapting to local contexts through direct engagement with provincial authorities and communities.

3. DIMENSIONS

- *Covers [X] designated provinces with populations of [X] people*
- *Manages provincial activities worth [X] million Kina annually*
- *Works with [X] provincial departments and [X] local NGOs*
- *Conducts [X] field monitoring visits monthly*
- *Supports [X] justice sector projects per province*

4. PRINCIPLE ACCOUNTABILITIES

1. **Implementation Support:** *Ensure effective rollout of LJS programs in provinces*
2. **Stakeholder Engagement:** *Maintain relationships with provincial justice actors*
3. **Progress Monitoring:** *Track and report on provincial implementation*
4. **Capacity Development:** *Strengthen provincial partners' implementation skills*
5. **Knowledge Transfer:** *Share best practices between provinces*

5. MAJOR DUTIES

- *Serve as the primary liaison between national HQ and provincial justice offices*
- *Conduct regular field visits to monitor program implementation*
- *Organize provincial coordination meetings and training workshops*
- *Prepare detailed provincial implementation reports*
- *Identify and troubleshoot local implementation challenges*
- *Maintain up-to-date provincial stakeholder databases*
- *Facilitate community consultations on justice programs*
- *Support data collection for provincial performance tracking*
- *Document and share local success stories and innovations*

- Assist with provincial budget execution reporting

6. NATURE AND SCOPE

This field-focused position requires extensive knowledge of provincial governance structures and cultural contexts. The Coordinator serves as the "eyes and ears" of the national program in the provinces, balancing policy compliance with local adaptation.

6.1 WORKING RELATIONSHIP

(a) Internal

- Daily reporting to the Manager (**SECTOR SLOS PROJECTS**)
- Close collaboration with national MERL and partnership teams
- Coordination with other provincial coordinators

(b) External

- Primary contact for provincial justice officials
- Regular engagement with local government administrators
- Interface with traditional leaders and community groups

6.2 WORK ENVIRONMENT

Field-intensive role requiring 70% travel time, often to remote areas with challenging logistics. Must be adaptable to varying working conditions across provinces.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

(Principle strategies, policies, precedents, rules, instructions within which the job operates. Authority the job holder has to make/take decisions)

- **Rules/Procedures:** Must adhere to LJS guidelines and provincial regulations
- **Decision Authority:** Field adaptations within approved parameters
- **Recommendations:** May propose local modifications for Manager approval

8. CHALLENGES

- Maintaining program consistency across diverse provincial contexts
- Overcoming infrastructure limitations in remote monitoring
- Balancing national standards with local cultural practices

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(Required formal qualifications for the job, critical skills, knowledge and experience required for the job are stated here)

(a) Qualifications:

- Diploma in Rural Development, Public Administration or related field
- Certificate in Community Engagement or Local Governance

(b) Knowledge:

- Deep understanding of provincial governance systems
- Familiarity with justice sector decentralization policies

(c) Skills:

- Strong cross-cultural communication and negotiation
- Excellent problem-solving in resource-limited settings
- Fluency in at least one major provincial language

(d) Work Experience:

- Minimum 3 years working with provincial governments
- Hands-on experience in field program implementation
- Background in community-based justice initiatives