



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: <i>Department of Justice & Attorney General</i>	SYS. POSN. NO: 0000253288	REF. NO: DJAGLJ.15
OFFICE: <i>Law & Justice Sector Secretariat (HQ)</i>	DESIGNATION/CLASSIFICATION: <i>Coordinator Sector Reporting & Learning / Gr.14</i>	
DIVISION: <i>National, Provincial Coordination and Crime Prevention</i>	LOCAL DESIGNATION: <i>Coordinator Sector Reporting & Learning</i>	
BRANCH: <i>Law & Justice Sector Secretariat</i>	REPORTING TO: <i>Manager (SECTOR MERL)</i>	
REPORTING TO: POS. NO: 0000253020	REPORTING TO: POS. REF. NO: DJAGLJ.07	
SECTION: <i>Law & Justice Sector Secretariat</i>	LOCATION: <i>Waigani, NCD</i>	

HISTORY OF POSITION

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

2. PURPOSE

The Coordinator (Sector Reporting & Learning) synthesizes program data into actionable insights, ensuring continuous improvement and accountability. This role directly supports PNG's justice reform by institutionalizing best practices and informing policy adjustments. Without it, critical lessons from field implementation would be lost, and sector performance would lack strategic documentation.

3. DIMENSIONS

- *Manages reporting for 10+ donor-funded programs (total budget: [X] PGK).*
- *Produces 4 annual learning bulletins disseminated to 22 provinces.*
- *Facilitates 3 cross-sector learning forums yearly.*

4. PRINCIPLE ACCOUNTABILITIES

1. *Deliver bi-annual strategic reports to the Justice Sector Steering Committee, with 100% compliance to donor templates.*
2. *Document and share 10+ case studies annually on program innovations.*
3. *Reduce report submission delays by 30% through standardized workflows.*

5. MAJOR DUTIES

1. *Design and maintain a digital knowledge repository for sector-wide access.*
2. *Train provincial staff on results-based reporting tools quarterly.*
3. *Lead after-action reviews for high-impact programs (e.g., community policing)*

6. NATURE AND SCOPE

This role bridges data analysis and policy influence, requiring expertise in translating complex findings into accessible formats. The Coordinator operates in a politically sensitive environment, balancing donor expectations with local realities. Key challenges include harmonizing disparate reporting systems across provinces. Reports to the Manager (SECTOR MERL) and collaborates with the M&E team, Policy Division, and international partners (e.g., UN Women, EU).

6.1 WORKING RELATIONSHIP

(a) Internal

- **Primary:** Manager (SECTOR MERL) for strategic guidance.
- **Critical Links:**
 - M&E Unit: Validate data for reports.
 - ICT Team: Optimize knowledge management platforms.

(b) External

- **Government:** Department of National Planning & Monitoring.
- **Partners:** UNDP (capacity building), Transparency International PNG.

6.2 WORK ENVIRONMENT

- **Hybrid:** 70% office-based (Waigani), 30% fieldwork.
- **Technical:** Uses Power BI, DHIS2, and offline tools for remote areas.
- **Policy Impact:** Findings inform the Annual Justice Sector Review

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:** Adheres to DJAG Knowledge Management Policy and donor reporting guidelines.
- **Authority:** Approves case study publications; escalates systemic issues to the Manager.

8. CHALLENGES

Balancing rigorous donor reporting requirements with the need to contextualize findings for PNG's unique justice challenges (e.g., customary law integration).

9. QUALIFICATIONS, EXPERIENCES AND SKILLSE

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

(a) Qualifications

Bachelor's in Communications, Development Studies, or Public Policy; certification in knowledge management preferred."

(b) Knowledge

PNG justice sector; donor reporting standards (e.g., OECD DAC); adult learning principles.

(c) Skills

Data visualization (Power BI); storytelling for policy influence; Tok Pisin/English fluency

(d) Work Experience

3+ years in reporting/learning roles, preferably in governance or justice sectors