



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

	<b>SEQ. NO.</b>	<b>POS. NO.</b> DJAGPS: 33
<b>DEPARTMENT:</b> JUSTICE AND ATTORNEY GENERAL	<b>DESIGNATION/CLASIFICATION</b> SENIOR PROBATION OFFICER (MENDI) GRADE 13	
<b>OFFICE / AGENCY:</b>	<b>LOCAL DESIGNATION</b> SENIOR PROBATION OFFICER	
<b>DIVISION:</b> JUSTICE ADMINISTRATION	<b>HIGHEST SUBORDINATE</b>	<b>POS. NO:</b>
<b>BRANCH:</b> PROBATION SERVICE	<b>IMMEDIATE SUPERVISOR</b> MANAGER STANDARDS & MONITORING - PROBATION HQs	<b>POS. NO:</b> DJAGPS 79
<b>SECTION</b>	<b>LOCATION</b> MENDI PROVINCIAL PROBATION OFFICE - SHP	

### HISTORY OF POSITION

<b>DPM FILE NO:</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
HRM 8.1.20/PS: 31/03	31 <sup>ST</sup> MARCH 2013	REDES, RENUM

### PURPOSE OF JOB

- To be responsible for the effective coordination and smooth operation of the office consistent with the requirements of the Probation Act, the Criminal Law Compensation Act and related legislations and regulations.
- To attend to court work duty, conduct interviews and compile court/pre sentence reports (PSR/MAR) and other appropriate court reports as requested by the courts;
- Provide counseling and advice to adult and juvenile offenders/prisoners under the supervision of the office.

### ACCOUNTABILITIES

- In consultation with the Deputy Directors, the Manager Standards & Monitoring ensure effective monitoring and supervision of subordinate staff on standard policies and procedures and ensure efficient and effective implementation of the required roles and responsibilities are maintain at all times;
- Ensure that registers, reporting schedules and records of probationers/juveniles and parolees are maintained and up-dated on a regular basis;
- Ensure that all Court and appropriate orders are effectively supervised, monitored and implemented with regular reports provided to the courts and appropriate authorities;
- Ensure effective rehabilitative programs for all adult and juvenile offenders are implemented as required;
- To effectively ensure that the National, District and Juvenile Courts are regularly served consistent with the Probation Act and related statutory obligation.

## **MAJOR DUTIES**

- As the Senior Officer of the Department of Justice in the Province, the SPO is responsible for the efficient administration and management of the Probation Office for which it is established;
- Coordinate, Formulate and implement work programs with the aim of implementing objectives, policies and procedures of Probation, Parole and Juvenile Court Services throughout the Jurisdiction;
- Regularly liaise with and consult with Provincial, District and Local Level administration on matters relating to Probation Service, Juvenile Justice, Community Work Orders and other related matters for purpose of offender rehabilitation;
- Represent the Office in committees, meetings, and other relevant Provincial Forums;
- Ensure that subordinate staff are performing their duties efficiently and effectively at all times;
- Ensure Monthly Probation Statistical Reports, Field Briefs and Annual Reports are submitted to the Chief Probation Officer through the Office of the Manager Standard & Monitoring;
- Perform all other duties as directed by the Deputy Directors through the Office of the Manager Standards & Monitoring as required and consistent with the above.

## **REPORTING AND WORK RELATIONSHIP - INTERNAL**

- Reporting directly to the Manager Standard & Monitoring;
- Consult and liaise on a regular basis with the Manager (Standard and Monitoring) on all professional matters consistent with the supervision of all juvenile and adult offenders.
- Liaise with fellow SPO in relation to repatriation of offenders as and when ordered by the Courts and other appropriate authorities.

- Maintain close working relationship with all Volunteers to ensure procedures and policies are complied with, with the aim of ensuring community support is strengthened and maintained at all times.

## **WORK RELATIONSHIP - EXTERNAL**

- Regular liaison with appropriate persons in the higher and lower courts and maintains good rapport in relation to court work and related duties.
- Maintain regular consultation and dialogue with appropriate persons in sector agencies and relevant authorities, civil societies and churches in the rehabilitation of offenders and in matters relating to the discharge of Probation and related services.

## **PERSON AND POSITION SPECIFICATIONS**

### **Qualifications**

- University Degree in Social work or possession of such other qualifications as maybe acceptable to the Department of Justice and appropriate authorities.

### **Knowledge**

- Thorough knowledge of the Probation Act, Parole Act, Juvenile Court Act and the Criminal (Compensation) Act, Court procedures, Public Service (Management) Act and General Order;
- Sound knowledge and understanding of the court and the criminal justice system.

### **Attributes**

- Must be honest and reliable
- Must not have any criminal records
- Able to work in a cross-cultural environment.

### **Skills**

- High level of effective oral and written communication skills;
- Good leadership skills;
- Good report writing skills;
- Good presentation skills;
- Demonstrate dedication and commitment to work;
- Strong desire to make things happen;
- Must be a pro active and innovative person;
- Must be a self-starter and work with minimum supervision.

### **Experience**

- Experience as a Probation, Parole and Juvenile Court Officer would be an advantage but not necessary;
- Experience in criminal justice system or Public Administration or in similar field.
- Experience in social and volunteer work with individuals and communities.