



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

	<b>SEQ. NO.</b>	<b>POS. NO.</b> DJAGPS. 79
<b>DEPARTMENT:</b> JUSTICE & ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFICATION</b> MANAGER STANDARDS & MONITORING GR.16	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION</b> MANAGER STANDARDS & MONITORING	
<b>DIVISION:</b> JUSTICE ADMINISTRATION	<b>HIGHEST SUBORDINATE</b> SUPPORT OFFICER STANDARDS & MONITORING GR.13	<b>POS. NOS:</b> DJAGPS.53
<b>BRANCH:</b> PROBATION SERVICES	<b>IMMEDIATE SUPERVISOR</b> DEPUTY DIRECTOR POLICY & STANDARDS	<b>POS. NO:</b> DJAGPS. 02
<b>SECTION</b>	<b>LOCATION</b> WAIGANI	

### HISTORY OF POSITION

<b>DPM FILE NO:</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
HRM 8.1.20/PS: 31/13	31 <sup>ST</sup> MARCH 2013	REDES, RENUM, RECLASS

### PURPOSE OF JOB

- The Manager Standards & Monitoring is responsible for providing support & guidance to Senior Probation Officers and Probation Officers to comply and implement set professional standard guidelines & procedures relating to the appropriate and relevant legislations administered by the Probation Service;
- To identify deficiencies in the professional standards and moral code of ethics and develop appropriate strategies to address deficiencies in consultation with the Deputy Director Policy & Standards [through the Manager Standards & Monitoring];
- To work in consultation with Senior Probation Officers in the provinces to market probation services with the aim of informing appropriate authorities in the Provincial, District and Local Level Government of the

programs that are administered and coordinated by the Probation Services;

- Assist and guide Senior Probation Officers develop Provincial Work Programs consistent with legislative requirements and the Department's Corporate Plan and the overall government's Medium Term Development Strategies (MTDS) and Sector Strategic Framework (SSF).

## **ACCOUNTABILITIES**

- To ensure all Senior Probation Officers, Probation Officers, Community Work Coordinators/supervisors and support staff adhere to and comply with the set professional standard guidelines & procedures of the *Probation Act* including the relevant legislations when compiling appropriate court reports as and when required;
- To ensure that appropriate inspection visits are diligently carried out so that quality control of case file supervision and write-up of appropriate court reports are maintained at all times;
- Develop appropriate strategies to ensure that professional standards and moral code of ethics are implemented and quality is maintained always at a high level.
- To effectively monitor and supervise all Probation Officers and staff to ensure that the appropriate standard procedures and guidelines are complied with accordingly.
- That the professional conduct of all Probation Officers and support staff is maintained at all costs;
- Responsible for ensuring prudent financial management practices and good governance is adhered to and maintained at all times as required under the Public Financial Management Act and relevant legislations and policies;
- Ensure that the appropriate reports or statistical data that is required by the management of Probation Service is provided in a accurate and timely manner.

## **MAJOR DUTIES**

- Assist and inform the Chief Probation officer (through the Deputy Director for Policy & Standards) on issues affecting professional standards of the Service;
- Undertake/Conduct Case file Inspection visit at least twice in a year to provincial/district centers to ensure officers are complying with Probation Service standard procedures and guidelines;
- Analyse CFI inspection reports on every visit undertaken to the province/district and propose recommendations for improvement to the CPO via the Deputy Director for Policy & Standards;
- Analyse the Management Information System [MIS] and monitor performance level of each officer in terms of court reports and the management of probationers' case files;
- Monitor Probation Officer's case load and the standard of supervision provided to offenders;

- Monitor staff performance through regular appraisals and ensure staff members comply with Probation Service policies and practices;
- Recommend disciplinary action against staff who knowingly fail to comply with standard procedures & guidelines in the performance of their duties or any other offences contravening the Public Services Management Act and/or the Public Services General Order;
- Compile the Annual Probation Service Report
- Perform other duties as directed and in consistent with the above.

## **REPORTING AND WORKING RELATIONSHIP:**

### **INTERNAL**

- Report directly to the Chief Probation Officer (through the office of the Deputy Director Policy & Standards);
- Maintain regular and close consultation with the Deputy Director for Policy & Standards on all matters relating to the professional standards of the roles and responsibilities of the Probation Services;
- Establish good working relationship amongst senior officers of the Service and with other professional officers within the Department of Justice & AG;
- Provide guidance and maintain close liaison with Senior Probation Officers in the province at all times in regard to the implementation of the Probation Service activities in respective provinces.

## **WORKING RELATIONSHIP:**

### **EXTERNAL**

- Establish and maintain close liaison with agencies in the Law & Justice Sector, the provincial & district administration, local level government other appropriate authorities, NGO, CBO and churches;
- Liaise with appropriate training institutions to obtain or gather relevant information in regard to types of training offered i.e., skills training and other relevant training to better equip officers in the performance of their roles and responsibilities.

## **PERSON AND POSITIONS SPECIFICATIONS:**

### **Qualifications:**

- Appropriate University Degree in Social Science or Psychology or possession of other equivalent qualification as may be acceptable to the Department of Justice and other authorities.

### **Knowledge:**

- Sound knowledge of the criminal justice system including programs designed to assist prisoners'/offenders' rehabilitation;

- Understanding of the issues associated with community safety in relation to offenders released under community supervision;
- Knowledge of overall Government system and processes [National, Provincial, District and Local Level Government].

**Attributes:**

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

**Skills:**

- Sound analytical and excellent report writing skills;
- Excellent oral and written communication skills;
- Computer literate;
- Ability to effectively communicate with people from all levels of society;
- Good Presentation skills.

**Experience:**

- Experience working in the criminal justice system or related field is highly desirable;
- Experience in the public service or in a similar field.