



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO.	POS. NO. DJAGPS.8 2
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION LIAISON OFFICER COURTS & PROVINCIAL ADMINISTRATION GR. 14	
OFFICE/AGENCY:	LOCAL DESIGNATION	
DIVISION: JUSTICE ADMINISTRATION	HIGHEST SUBORDINATE	POS. NO:
BRANCH: PROBATION SERVICES	IMMEDIATE SUPERVISOR DEPUTY DIRECTOR ADMINISTRATION GR. 17	POS. NO: DJAGPS.0 3
SECTION	LOCATION WAIGANI	

HISTORY OF POSITION

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

PURPOSE OF JOB

The Liaison Officer Courts and Provincial Administration is responsible for building an effective and efficient network with partners such as the higher and lower courts, the Provincial Administration regarding the programs administered by the Probation Service to ensure that the Probation Service are effectively delivering services to the Courts and to the people in the provinces.

The Officer maintains regular consultation, coordination and advice to the Courts and Provincial Administration in the provinces regarding Probation Service operations in the province.

ACCOUNTABILITIES

- Liaise with relevant government and community bodies in the province and ensure that the Senior Provincial Probation Officer maintains regular and cooperative relationships with authorities for a smooth delivery of probation services.
- Ensure that the lower and higher Courts are in close consultation with the Probation Service Officers in the respective provinces

- Perform other duties as directed by the Deputy CPO Policy & Standards.

MAJOR DUTIES

- Coordinate Probation Service programs in the provinces
- Liaise between law enforcing agencies in the provinces
- Monitor operation of Probation Service in all provincial centers
- Provide up to date brief on the implementation of the Probation Act, Probation Service and its effectiveness throughout the provincial centers
- Provide estimates on the operations of Probation Service
- Perform other duties as directed by the Deputy CPO Policy & Standards.

REPORTING AND WORK RELATIONSHIP:

INTERNAL

- Vertically, Senior Provincial Probation Officer on all matters relating to Probation Service in provinces
- Assistant Manager Standards & Monitoring, on all matters relating to Probation Service programs.

EXTERNAL

- Provincial District Magistrates on issues affecting Probation Service
- National Court Judges on issues affecting Probation Service
- Provincial Administrators on issues affecting support service for Probation Service programs.

PERSON AND POSITION SPECIFICATIONS

Qualifications:

- Diploma in Public Administration or Management from a recognized institution.

Knowledge:

- Sound knowledge of the Probation Act
- Knowledge of the Probation Policies and Procedures.

Skills:

- Computer literate in both Microsoft Word and Excel
- Excellent oral and written communication skills
- Ability to effectively communicate with people at all levels in the society
- Good public relations skills.

Experience:

- 5 years of experience in a similar field.