



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

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| | SEQ. NO: | POS. NO. DJAGVC. 06 |
| DEPARTMENT: JUSTICE & ATTORNEY GENERAL | DESIGNATION/CLASSIFICATION ASSISTANT MANAGER PROGRAMS & INFORMATION GR. 16 | |
| OFFICE/AGENCY: | LOCAL DESIGNATION ASSISTANT MANAGER PROGRAMS & INFORMATION | |
| DIVISION: JUSTICE ADMINISTRATION | HIGHEST SUBORDINATE SENIOR PROGRAMS & INFORMATION MONITORING OFFICER | POS. NO. DJAGVC.08 |
| BRANCH: VILLAGE COURTS & LAND MEDIATION | IMMEDIATE SUPERVISOR DEPUTY DIRECTOR - OPERATIONS GR. 18 | POS. NO. DJAGVC. 02 |
| SECTION: | LOCATION: GORDONS | |

HISTORY OF POSITION

| FILE NO. | DATE OF VARIATION | DETAILS |
|-------------------------|--------------------------------|----------------|
| OASTB: 1/00 | 01 NOVEMBER 2000 | RECLASS |
| OASTB: 1/00 | 16 NOVEMBER 2000 | NO CHANGE |
| HRM 8.1.20/VC: 11/8 | 26 TH NOVEMBER 2008 | REDES, RECLASS |
| HRM 8.1.20/VC: 31/13 | 31 ST MARCH 2013 | |

PURPOSE

The Village Courts Secretariat was established under Section 3 of the Village Courts Act, 1989 for the purpose of managing the system of Village Courts and Village Peace Officer system while the Land Mediation is provided for under the Land Disputes Settlement Act Chapter 45 and recently, the White Paper on Law and Justice has provided for the establishment of Community Justice Service Delivery Centres to ensure that community based justice services are easily accessible to the wider population.

The purpose of the Assistant Director Information Management & Reporting is to manage the information system for the Village Courts & Land Mediation Secretariat throughout the country by ensuring that adequate listings and data on all established Village Courts areas and Village Court Officials are well maintained.

ACCOUNTABLE

- For ensuring that adequate record of all established Village Court areas are well maintained
- For ensuring that appropriate information about Village Courts & Land Mediation is provided to stakeholders
- For ensuring that data from the provinces are well managed.

MAJOR TASKS

- Provide timely professional advice to the Executive Director on all aspects of information regarding Village Courts & Land Mediation systems
- Prepare annual reports for the Village Courts & Land Mediation Secretariat and present to the Secretary
- Maintain up to date record of village court officials listings
- Ensure that Flash Reports are provided on a timely bases
- Prepare general information on the roles and responsibilities of Village Courts and Land Mediation
- Supervise subordinate in order to implement work programs and activities
- Supervise officers conducting QR training
- Received and process raw data on number of cases dealt with by Village Courts
- Perform other duties as required.

REPORTING AND WORKING RELATIONSHIP - INTERNAL

VERTICAL

- Manager, for all matters relating to information management and reporting to the Secretariat.

HORIZONTAL

- Assistant Manager, on all matters relating information on Village Courts, Land Mediation, Community Justice Services and Cross-Cutting Issues.

PERSON AND POSITION SPECIFICATIONS

Qualification

- Must have a Degree in Information Technology in areas of; Database Designing and Management, Programming, Data Statistics and Analyzing and Software Interfacing from a recognized University.
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Knowledge

- Extensive knowledge on Village Courts
- Extensive knowledge on Land Mediation
- Public Service Management Act and the General Orders
- Public Finance Management Act

Skills

- Highly skilled in communication in both oral and written
- Highly skilled in report writing and presentation.

Experience

- 5 or more years in a similar field.