



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	POS. NO. DJAGVC. 09
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION PROGRAMS MONITORING OFFICER GR. 14	
OFFICE/AGENCY:	LOCAL DESIGNATION	
DIVISION: JUSTICE ADMINISTRATION	HIGHEST SUBORDINATE	POS. NO.
BRANCH: VILLAGE COURTS & LAND MEDIATION	IMMEDIATE SUPERVISOR SENIOR PROGRAMS & INFORMATION MONITORING OFFICER GR. 15	POS. NO. DJAGVC.08
SECTION:	LOCATION: WAIGANI	

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/VC: 11/8	26 TH NOVEMBER 2008	CREATED
HRM 8.1.20/VC: 31/13	31 ST MARCH 2013	

PURPOSE OF THE JOB

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 44 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 Program Monitoring & Evaluation Officer is to develop and monitor programs on Village Courts, Land Mediation and Community Justice Services Centre.

ACCOUNTABLE

- For effective monitoring of programs
- For effective evaluation of programs.

MAJOR TASKS

- Monitor and evaluate progression of activities on Village Courts
- Monitor and evaluate progression of activities on Land Mediation
- Provide evaluation report on the implementation of programs and activities on Village Courts, Land Mediation and Community Justice Services Centres
- Perform other duties as required.

REPORTING AND WORKING REALTIONSHIP**VERTICAL**

- Senior Information, Program & Reporting Officer on all matters relating to the appointment and revocation of officials.

PERSONS AND POSITIONS SPECIFICATIONS**Qualification**

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- Must have a Diploma in Public Administration or Human Resource Management from a recognized government Institution or University.
- Grade 12 Certificate from a recognized Secondary School

SKILL

- Computer skills.

EXPEREINCE

- 4 to 6 years or more work experience in a similar field.