



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	POS. NO. DJAGVC. 20
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION SENIOR LAND MEDIATION OFFICER GR. 15	
OFFICE/AGENCY:	LOCAL DESIGNATION SENIOR LAND MEDIATION OFFICER	
DIVISION: JUSTICE ADMINISTRATION	HIGHEST SUBORDINATE CO-ORDINATOR LAND MEDIATION GR. 12	POS. NO. DJAGVC. 21
BRANCH: VILLAGE COURTS & LAND MEDIATION	IMMEDIATE SUPERVISOR DEPUTY DIRECTOR - OPERATIONS	POS. NO. DJAGVC. 02
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 Senior Land Mediation Officer position is to support the Assistant Manager in the management and administration of Land Mediation system throughout the provinces to ensure that disputes over customary land use are effectively addressed under the Land Mediation mechanism.

ACCOUNTABLE

- For ensuring that Land Mediation mechanism is effectively used
- For ensuring that Land Mediators are well verse with the process and procedures of land mediation
- For ensuring that Land Mediation programs are managed accordingly.

MAJOR TASKS

- On regular basis provide update report on the implementation of land mediation programs and recommend improvement
- Supervise sub-ordinate staff to ensure that desired results are achieved
- Manage the data on land mediation cases and recommend improvements
- Carry out investigation into issues affecting land mediation and recommend remedial actions
- Liaise among relevant stakeholders and discuss issues affecting land mediation at all levels
- Co-ordinate implementation schedule on land mediation
- Plan, co-ordinate and conduct training for land mediators
- Perform other duties as required.

REPORTING AND WORKING RELATIONSHIP**Internal - Vertical**

- Assistant Manager, on all matters relating to Land Mediation.

Internal - Horizontal

- Work with the Assistant Manager Programs & Information on matters relating to Land Mediation data.

WORKING RELATIONSHIP - EXTERNAL

- Chief Magistrate on all matters relating to the appointment of Provincial Land Court Magistrate and Local Land Court Magistrate.

PERSONS AND POSITION SPECIFICATIONS**Qualification**

- Must have a Degree in Social Work or Management from a recognized University
- Must have completed Grade 12 from a recognized Secondary School.

KNOWLEDGE

- Thorough knowledge on Land Disputes Settlement Act
- Public Finance Management Act
- Public Service Management Act & General Orders

SKILLS

- Computer literate in both Microsoft Word and Excel programs
- Report Writing
- Training

EXPERIENCE

- 4 or more years in a similar field.