



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	POS. NO. DJAGVC. 24
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION ADMINISTRATIVE OFFICER GR. 12	
OFFICE/AGENCY:	LOCAL DESIGNATION ADMINISTRATIVE OFFICER	
DIVISION: JUSTICE ADMINISTRATION	HIGHEST SUBORDINATE	POS. NO.
BRANCH: VILLAGE COURTS & LAND MEDIATION	IMMEDIATE SUPERVISOR DEPUTY DIRECTOR - OPERATIONS, GR. 18	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

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 job is to carry out the administrative responsibilities for the entire Village Court & Land Mediation Secretariat.

ACCOUNTABLE

- For ensuring that all administrative support is provided to the Executive Director, Manager and Senior Officers

MAJOR TASKS

- Provide support to the senior management of the Village Court & Land Mediation Secretariat
- Organize the use of village court funds and advise the Executive Director or Manager on any short fall in financial requirements
- Procure village court equipments and assets
- Ensure that assets register are well kept
- Perform other duties as required.

REPORTING AND WORKING RELATIONSHIP - INTERNAL

VERTICAL

- Executive Director or Manager, on all administrative matters in the Village Courts & Land Mediation Secretariat.

PERSON AND POSITION SPECIFICATIONS

Qualification

- Must possess a Diploma in Management/ Office or Public Administration/ from any recognized Institution.

Knowledge

- Public Finance Management Act and Procedures and processes.
- Excellent working knowledge in performing administrative duties.
- Must be computer literate
- Sound knowledge on the roles and functions of the Commission and Department
- Sound knowledge on planning, budgeting & reporting

Skills

- Good organizational skills.
- Excellent office administration skills
- Excellent records management skills
- Must possess excellent report writing skills
- Must possess excellent interpersonal ability with officers within the department and clients.
- Must maintain confidentiality in sensitive office matters
- Excellent communication skills in both oral and written.

Experience

- 2 - 5 years in a similar field.