



DEPARTMENT OF JUSTICE & ATTORNEY GENERAL

INTERNAL ADVERTISEMENT NO: 1/2025

“For a Just, Safe & Secure Society”

The Department of Justice and Attorney General, the Central Agency responsible for providing and administering Legal and Justice Services in Papua New Guinea invites expressions of interest from suitable qualified individuals for the following legal and non-legal positions respectively.

ASSETS & FACILITIES MANAGEMENT BRANCH					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGAF.02	MANAGER ASSETS & OPERATIONS	GR. 17	78,664	WAIGANI
2	DJAGAF.03	MANAGER FACILITIES	GR. 17	78,664	WAIGANI
3	DJAGAF.24	SENIOR DRIVER	GR. 09	29,012	WAIGANI
4	DJAGAF.40	ADMINISTRATION OFFICER	GR. 13	43,290	WAIGANI
5	DJAGAF.57	SECURITY GUARD - ALOTAU	GR. 09	29,012	ALOTAU
6	DJAGAF.76	SECURITY GUARD (POPONDETTA)	GR. 09	29,012	POPONDETTA
EXECUTIVE MANAGEMENT BRANCH					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGEX.04	OFFICE MANAGER	GR. 17	78,664	WAIGANI
2	DJAGEX.28	SNR INTERNAL AUDITOR - INVESTIGATIONS	GR. 15	51,050	WAIGANI
FINANCIAL MANAGEMENT BRANCH					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGFM.06	TRUST ACCOUNTS OFFICER	GR. 13	43,290	WAIGANI
2	DJAGFM.10	SENIOR EXECUTIVE ASSISTANT	GR. 12	40,324	WAIGANI
3	DJAGFM.23	REVENUE CLERK	GR. 12	40,324	WAIGANI
4	DJAGFM.29	DRIVER	GR. 09	29,012	WAIGANI
HUMAN RESOURCE MANAGEMENT BRANCH					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGHR.09	SENIOR PAYROLL OFFICER (JUSTICE ADMIN.)	GR. 12	40,324	WAIGANI
2	DJAGHR.19	CONTRACT ADMINISTRATION OFFICER	GR. 13	43,290	WAIGANI
3	DJAGHR.21	SENIOR DRIVER	GR. 10	32,404	WAIGANI
INFORMATION COMMUNICATION TECHNOLOGY BRANCH					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGICT.04	COMMUNICATION ENGINEER	GR. 16	56,172	WAIGANI
LIBRARY & RECORDS MANAGEMENT BRANCH					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGLR.06	SENIOR RECORDS OFFICER - DIGITISATION	GR. 15	51,050	WAIGANI
2	DJAGLR.07	SENIOR LIBRARY OFFICER - LEGISLATION	GR. 14	46,696	WAIGANI
3	DJAGLR.08	RECORDS OFFICER - CURRENT	GR. 13	43,290	WAIGANI
PLANNING, MONITORING & EVALUATION MANAGEMENT BRANCH					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGPM.07	MANAGER STATUTORY REPORTING	GR. 16	56,172	WAIGANI
2	DJAGPM.10	REPORTS ANALYST	GR. 13	43,290	WAIGANI

3	DJAGPM.13	MONITORING & EVALUATION OFFICER	GR. 12	40,324	WAIGANI
4	DJAGPM.15	DRIVER	GR. 09	29,012	WAIGANI
CRIME PREVENTION COORDINATION BRANCH					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGCP.03	ASSISTANT DIRECTOR CRIME PREVENTION	GR. 17	78,664	GORDONS
2	DJAGCP.05	ASSISTANT DIRECTOR COM. JUSTICE SECTOR COORDINATION - CJSC	GR. 17	78,664	GORDONS
OFFICE OF THE PUBLIC TRUSTEE OF PNG					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGPC. 76	OFFICE ATTENDANT (KOKOPO)	GR. 07	23,643	KOKOPO
2	DJAGPC. 15	ESTATE OFFICER - SOUTHERN	GR. 12	40,324	BOROKO
PAROLE BOARD SERVICE					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGPA.10	MANAGER MONITORING & COMPLIANCE (SOUTHERN & ISLANDS)	GR. 16	56,172	WAIGANI
PROBATION SERVICE BRANCH					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGPS.02	DEPUTY CHIEF PROBATION OFFICER - OPERATION, POLICY & STANDARDS	GR.17	78,664	WAIGANI
2	DJAGPS.03	MANAGER GENERAL ADMINISTRATION & SUPPORT SERVICES	GR. 17	78,664	WAIGANI
3	DJAGPS.08	PROBATION OFFICER (NCD)	GR. 13	43,290	4 MILE
4	DJAGPS.22	SENIOR PROBATION OFFICER (WNBP)	GR. 14	46,696	KIMBE
5	DJAGPS.24	SENIOR PROBATION OFFICER - MANUS	GR. 14	46,696	LORENGAU
6	DJAGPS.33	SENIOR PROBATION OFFICER (SHP)	GR. 14	46,696	MENDI
7	DJAGPS.34	ASSISTANT MANAGER PROJECTS & PROGRAMS	GR. 15	51,050	WAIGANI
OFFICE OF THE SOLICITOR GENERAL					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGSG 20	PLO 5 - GENERAL TORTS	GR. 16	56,172	WAIGANI
2	DJAGSG 49	LEGAL SECRETARY - EMPLOYMENT NEGLIGENCE	GR. 11	36,387	WAIGANI
3	DJAGSG 65	EXECUTIVE ASSISTANT - JUDICIAL REVIEW & COMM.	GR. 12	40,324	WAIGANI
4	DJAGSG 67	MANAGER CMS & DATA ENTRY	GR. 16	56,172	WAIGANI
5	DJAGSG 69	SENIOR DRIVER	GR. 10	32,404	WAIGANI
6	DJAGSG 124	DRIVER/ LAW CLERK	GR. 10	32,404	WAIGANI
7	DJAGSG 135	PLO 5 - COST RECOVERY	GR. 16	56,172	WAIGANI
8	DJAGSG 159	SLO 4 - KIMBE	GR. 14	46,696	KIMBE
OFFICE OF THE STATE SOLICITOR					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGSS 41	EXECUTIVE ASSISTANT	GR. 12	40,324	WAIGANI
2	DJAGSS 44	EXECUTIVE ASSISTANT	GR. 12	40,324	WAIGANI
VILLAGE COURTS & LAND MEDIATION SECRETARIAT					
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGVC.05	ASSISTANT MANAGER LAND MEDIATION	GR. 16	56,172	GORDONS
2	DJAGVC.23	GAZETTAL OFFICER - LAND MEDIATION	GR. 11	36,387	GORDONS

3	DJAGVC.27	PROVINCIAL LIAISON OFFICER (WESTERN PROVINCE)	GR. 13	43,290	DARU
4	DJAGVC.31	PROVINCIAL LIAISON OFFICER (MILNE BAY PROVINCE)	GR. 13	43,290	ALOTAU
5	DJAGVC.34	PROVINCIAL LIAISON OFFICER (ENBP)	GR. 13	43,290	KOKOPO
6	DJAGVC.43	PROVINCIAL LIAISON OFFICER (SHP)	GR. 13	43,290	MENDI
NO.	REF NO.	DESIGNATION	CLASS	SALARY	LOCATION
1	DJAGOA.15	GEOGRAPHY INFORMATION SCIENCE (GIS) OFFICER	GR. 15	51,050	WAIGANI

Applicants are advised to address the following Key Selection Criterias on the Job Descriptions when applying:

- Skills, knowledge, abilities & experience gained which are relevant to the job.
- Statement to justify suitability for the position.
- An updated copy of your CV, three (3) written professional or character references from your current/ most recent employer.
- Clearly state the Position number, Designation and Classification of the position you are applying for.
- It is a prerequisite for all internal applicants to submit a copy of your updated CV and educational qualifications together with your application.
- All referees contact details (phone and email address) must be reliable as applications will also be assessed based on the referees check process.

A copy of the Approved Job Descriptions and Standard Public Service Internal Application Form can be downloaded from the DJAG Website (www.justice.gov.pg).

For more information contact the Human Resource Management Branch Recruitment Team on: 301 2823 / 301 2824 / 301 2816.

All applications must be submitted electronically, via this email address only: recruitment@justice.gov.pg. Hand delivered or postal applications will not be accepted.

When submitting your application, make sure the 'Subject' of your email should only state the position number you are applying for Example: DJAGEX.04 and the attachments must be in **ONE** PDF file format.

All applications should be attention to: **Recruitment Team – Human Resouce Management Branch.**

Applications close at 4:06 pm on the 28th of February 2024. Incomplete applications will be rejected. Please note that only successful applicants will be notified.

Authorized by: **DR. ERIC KWA, PhD.**
Secretary

DEPARTMENT OF JUSTICE & ATTORNEY GENERAL IS AN EQUAL OPPORTUNITY EMPLOYER