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# Ministry for Justice and Legal Affairs

## Human Resource Development Plan

### 1.0 Background

As stated in the Solomon Islands National Development Strategy Plan 2016 - 2035 the law and justice sector was to develop a Human Resource Development Plan (HRD).

*'Develop and implement a Law and Justice wide Human Resources Development Plan to address the capacity building needs of all legal staff to ensure that law departments are able to carry out their mandates in a timely and professional manner.'*

#### MJLA Corporate Objectives

A summary of Corporate Objectives are as follows relating to the subject matter;

- *MJLAHQ has the right people, in the right jobs at the right time focused on delivering quality services.*
- *Executive and senior managers in MJLA demonstrate good leadership and management of corporate, administrative and policy development services and together with all staff support an organizational culture focused on best practice and a strong work ethic.*

To align with the needs of our National Development Strategy and MJLA Corporate Objectives in 2016, MJLA initiated a concerted effort to compile their Human Resource Development Plan for both short term and long term training needs.

The following SI Gov policy were referred to as part of the pathway used to complete our HRD they are;

- MPS Performance Management,
- National Training (In service), and
- IPAM – Human Resource Development Plan
- SI Leadership and Management Capability Framework (See diagram 1)

Over a period of several months in the following agencies awareness sessions were conducted;

- MJLA HQ
- LRC
- AG
- RGO
- PSO
- ODPP

(Please note that National Judiciary/Magistrates Court took part in a similar exercise but will be compiled in a separate report)

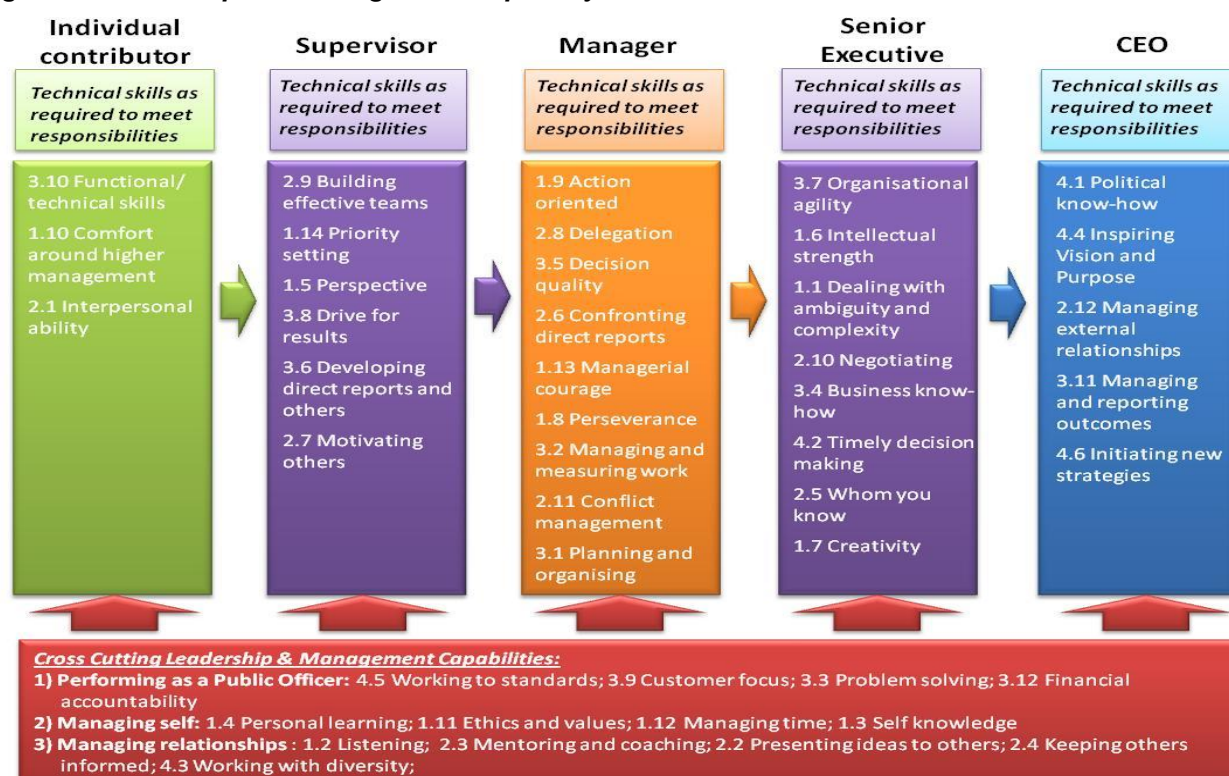
Data for the Human Resource Development Plan has been collected from the following number of participants;

- 14 respondents from MJLA HQ
- 6 respondents from the LRC
- 8 respondents from AG
- 7 respondents from RGO
- 17 respondents from PSO
- 11 respondents from ODPP

In total 65 respondents across the whole ministry completed self-assessments based on the leadership and management capability framework see Diagram 1, including technical skills which was a self-assessment designed to align with annual plan and job descriptions role and responsibilities.

The number of respondents (65) showing above in reality is higher that completed the self-assessments. This is only the number of respondents that have requested training, more of our experienced officers indicated they had no need for training in the short term.

**Diagram 1 Leadership and Management Capability Framework**



## 2.0 Why conduct a HRD?

The aim of the exercise was to assist each agency within MJLA build capacity of our leaders and managers to be able to cope with the ever changing challenges of the Public Sector in parallel to provide a quality service to the people of Solomon Islands.

Some of the reasons why we conducted a HRD are as follows;

- The overall reason is that a training needs analysis helps us establish what skills we require in the Short term and Long term to achieve our strategic goals
- It also helps us target the areas that is in need of training and development to ensure our efforts are aligned with both individual and organisational needs and our investment in training is spent wisely
- SI National Development Strategy/Annual Plan initiative
- To be able to provide information to MPS/MOFT/IPAM/MDPAC
- Will assist with budget preparation in the future

## 3.0 How has the HRD conducted?

- MJLA conducted many awareness sessions in all the different agencies within the Ministry

- MJLA asked individuals to conduct self-assessments in relation to 3 key areas;
  - Management and leadership skills
  - Cross cutting skills
  - Technical skills – job description/annual plan initiatives
- Where the individual assessed themselves low we considered that an area they wished to improve on and it became part of their individual HRD PM Form 1 - Part 4
- Chief Administration Officer combined all the information from everyone's self-assessments which formed MJLA HRD

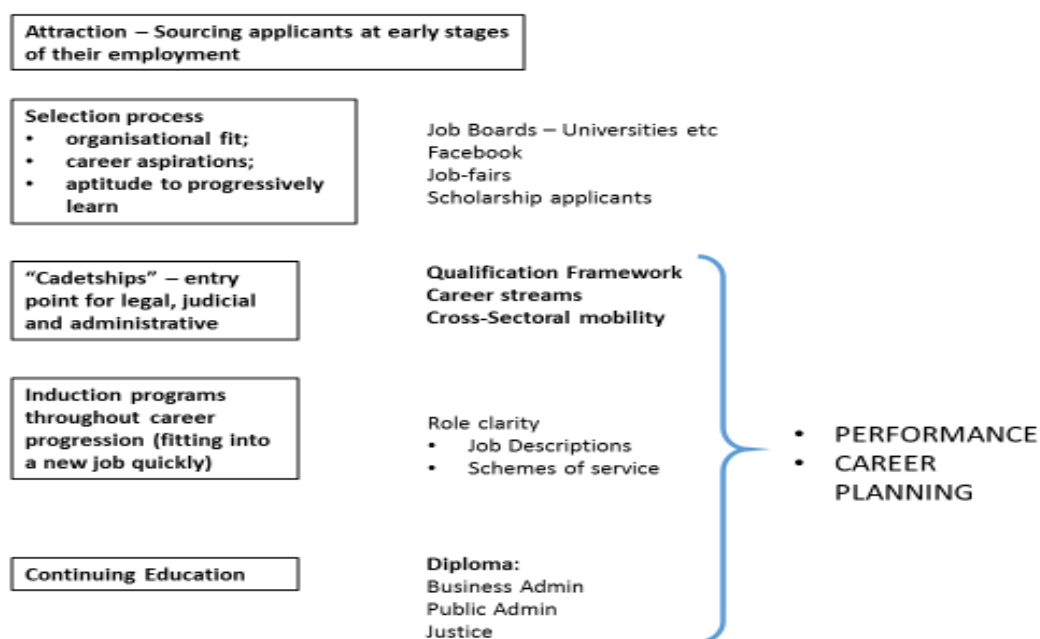
#### 4.0 Law and Justice Sector Update

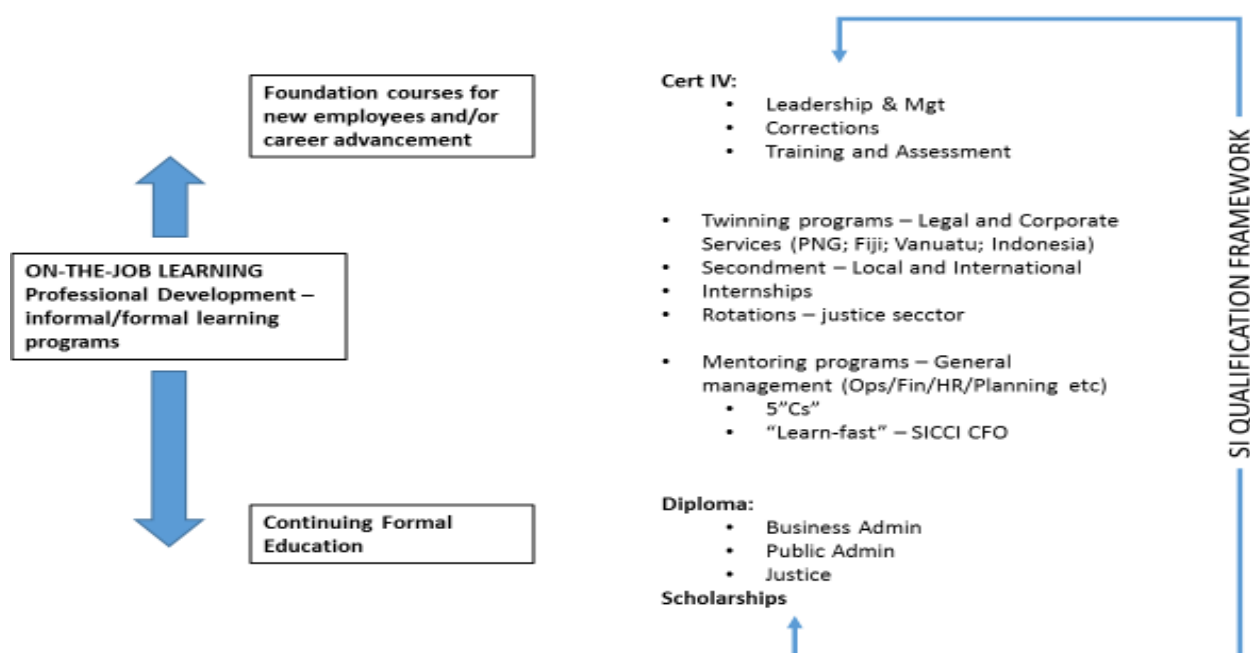
- The HR/Training Community of Practice (CoP) was formed – one of their main areas of focus is to determine training priorities across the sector
- The CoP has been provided with results so far of the training needs across the sector and they are in the process of deciding what areas the sector target first
- The CoP developing an over arching career and learning framework (see Diagram 2)
- Discussions are being conducted in the next few weeks with IPAM, MDPAC and SIBA/SILA to establish how they can assist (leadership and management skills)
- Coaching Model for our internal technical skills was piloted late in 2016 with great success and has continued in the first half of 2017
- Development of sample Training strategies that match our training needs (see Diagram 3, 4 and 5)
- Training courses and providers have been sourced to assist MJLA match the training need to date the following courses will be conducted in the next 6 months up to and including June 2017;
  - Certificate IV Leadership and Management (sector wide)
  - Certificate IV Training and Assessor (sector wide)
  - Coaching (Technical skills) (sector wide)
  - Northern Territory Twinning program (PSO/ODPP)
  - Vic Bar Advocacy Skills (PSO/ODPP)

#### 5.0 Career and Learning Framework

This is an overarching sector career and learning framework that will assist succession planning.

**Diagram 2 Career and Learning Framework**





## 6.0 Sample Training Strategies

Where the overarching career and learning, framework allows for us to see the sector the following sample training strategies looks at common roles or business units and aligning more specific training strategies dependent on the training needs, these may change over time as the training needs change.

**Diagram 3 – Sample Long Term Training Strategy for Legal Officers**



**Diagram 4 Sample Long Term training strategy for HR/Admin**



**Diagram 5 Sample Long Term training strategy for smaller agencies within MJLA**





## 7.0 Long term Ministry Model

**Diagram 6 Long Term – sample for ministry model** – justification for MPS assistance with scholarships in line with LT strategy/model



Diagram 6 represents the long term vision for MJLA to have Masters qualified specialised lawyers based in MJLA but can be seconded to the following Ministries;

- Ministry Mines, Energy and Electrification
- Ministry Lands, Housing and Survey
- Ministries Fisheries and Marine Resources
- Ministry Forestry

This model can provide high level legal services. In addition, the model fits with the mandate for MJLA to offer high quality services.

MJLA through the JSTOG will be consulting the JSCC to ensure our strategic direction is aligned to the long term training strategy by asking the following questions of all the JSCC members;

1. What is the future strategic direction for your agency?
2. What kind of professional development to you need for your agency to reach your strategic direction?

When MJLA have received this information we may review and amend where necessary our long term training strategies to ensure we capture what best represents the JSCC vision.

We have submitted this report to MPS to provide our training needs for both the short and long term, as you can see from our cover report and attachments MJLA have worked extensively in compiling this information for MPS. MJLA is committed to the people of Solomon Islands in the provision of quality services however, we would like to seek your endorsement for supporting our professional development needs.

My office is available to discuss at any time convenient.

Kind regards

A handwritten signature in black ink, appearing to be 'Karl Kuper', with a large loop and a trailing line.

**Karl Kuper**  
**Permanent Secretary (Acting)**  
**Ministry of Justice and Legal Affairs**

Attachment 1 HRD short term training needs (Leadership and Management)

Attachment 2 HRD short term training needs (Technical skills)

Attachment 3 HRD long term training needs



**Attachment 1 :**
**HRD short term training needs (Leadership and Management)**

Staff Name	L&D Course Name	Training Provider	Time-frame				Budget
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Vincent Wale	Financial Accountability	MOFT			✓	✓	\$ -
Leonard Ofainu'u	Managing Time	In house program			✓	✓	\$ -
	Self-Knowledge	IPAM			✓	✓	\$ -
	Delegation	In house program			✓	✓	\$ -
	Managerial Courage	IPAM			✓	✓	\$ -
	Perseverance	IPAM			✓	✓	\$ -
Eric Ulufia	Building Effective Team	Cert IV L&M	✓	✓			\$ 21,000.00
	Developing Direct Reports	Cert IV L&M	✓	✓			
	Problem Solving	Cert IV L&M	✓	✓			
	Self-Knowledge	Cert IV L&M	✓	✓			
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
Kyla S. Venokana	Action Oriented	In house program			✓	✓	\$ -
	Delegation	In house program			✓	✓	\$ -
	Decision Quality	IPAM			✓	✓	\$ -
	Managerial Courage	IPAM			✓	✓	\$ -
	Perseverance	IPAM			✓	✓	\$ -
	Managing and Measuring Work	In house program			✓	✓	\$ -
	Conflict Management	IPAM			✓	✓	\$ -
	Planning and Organising	In house program			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
Charles Koroni	Action Oriented	In house program			✓	✓	\$ -
	Delegation	In house program			✓	✓	\$ -
	Managerial Courage	IPAM			✓	✓	\$ -
	Managing and Measuring Work	In house program			✓	✓	\$ -
	Planning and Organising	In house program			✓	✓	\$ -
	Managing Time	In house program			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
	Interpersonal Ability	IPAM			✓	✓	\$ -
Ulpep Deva	Developing Direct Reports	SISBEC	✓	✓			\$ 150.00
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
	Comfort around higher management	In house program			✓	✓	\$ -
	Building Effective Team	In house program			✓	✓	\$ -
Maurice Tinoni Mae	Building Effective Team	In house program			✓	✓	\$ -
	Priority Setting	In house program			✓	✓	\$ -
	Perspective	In house program			✓	✓	\$ -
	Drive for Results	IPAM			✓	✓	\$ -
	Motivating Others	In house program			✓	✓	\$ -
	Ethics and Values	IPAM			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
	Presenting ideas to others	In house program			✓	✓	\$ -
	Research/Analysis and drafting of financial strategies	MOFT			✓	✓	\$ -
	Implementation of Financial laws, Policies, General Orders and ongoing support for Agency counterparts	MOFT			✓	✓	\$ -
	Develop proposal around strategies advice	MOFT			✓	✓	\$ -
	Interface with stakeholders	IPAM			✓	✓	\$ -
	Systems analysis; implementation, training, reporting and backups	MOFT			✓	✓	\$ -
	Financial planning and controls	MOFT			✓	✓	\$ -
Peter Nelson Wataiparu	Managing Time	In house program			✓	✓	\$ -
Annett Juvia	Listening	IPAM			✓	✓	\$ -
	Managing Time	In house program			✓	✓	\$ -
	Self-Knowledge	IPAM			✓	✓	\$ -
	Problem Solving	IPAM			✓	✓	\$ -
	Interpersonal Ability	IPAM			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00

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	Presenting Ideas to others	In house program			✓	✓	\$ -
	Building Effective Team	In house program			✓	✓	\$ -
	Priority Setting	In house program			✓	✓	\$ -
	Perspective	In house program			✓	✓	\$ -
	Drive for Results	IPAM					\$ -
	Developing Direct Reports	SISBEC	✓	✓			\$ 150.00
	Motivating Others	In house program			✓	✓	\$ -
<b>Joseph Mark Quity</b>	Developing Direct Reports	SISBEC	✓	✓			\$ 150.00
	Building Effective Team	In house program			✓	✓	\$ -
<b>Solomon Lincoln Saemala</b>	Managing Time	In house program			✓	✓	\$ -
	Self-Knowledge	IPAM			✓	✓	\$ -
	Customer Focus	IPAM			✓	✓	\$ -
	Problem Solving	IPAM			✓	✓	\$ -
	Comfort around higher Management	In house program			✓	✓	\$ -
	Presenting Ideas to others	In house program			✓	✓	\$ -
	Interpersonal Ability	IPAM			✓	✓	\$ -
	Listening	IPAM			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
<b>Esther Kabe</b>	Managing Time	In house program			✓	✓	\$ -
	Drive for Results	IPAM			✓	✓	\$ -
	Developing Direct Reports	SISBEC	✓	✓			\$ 150.00
<b>Naomi Kaliuae</b>	Managing Time	In house program			✓	✓	\$ -
	Working to Standards	IPAM			✓	✓	\$ -
	Customer Focus	IPAM			✓	✓	\$ -
	Problem Solving	IPAM			✓	✓	\$ -
	Presenting Ideas to others	In house program			✓	✓	\$ -
	Financial Accountability	MOFT			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
	Presenting Ideas to others	In house program			✓	✓	\$ -
<b>Luke Tema</b>	Managing Time	In house program			✓	✓	\$ -
	Delegation	In house program			✓	✓	\$ -
<b>Philip Kanairara</b>	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
<b>Daniel Alois Suluia</b>	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
	Building Effective Team	In house program			✓	✓	\$ -
	Developing Direct Reports	SISBEC	✓	✓			\$ 150.00
	Project Management	IPAM			✓	✓	\$ -
	Budgeting	IPAM/MOFT			✓	✓	\$ -
<b>Corina Ruvy Peni</b>	Priority Setting	In house program			✓	✓	\$ -
<b>Florence Dafanisi</b>	Building Effective Team	In house program			✓	✓	\$ -
	Priority Setting	In house program			✓	✓	\$ -
	Perspective	In house program			✓	✓	\$ -
	Drive for Results	IPAM			✓	✓	\$ -
	Developing Direct Reports	SISBEC	✓	✓			\$ 150.00
	Motivating Others	In house program			✓	✓	\$ -
	Customer Focus	IPAM			✓	✓	\$ -
	Problem Solving	IPAM			✓	✓	\$ -
	Financial Accountability	MOFT			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
	Presenting Ideas to others	In house program			✓	✓	\$ -
<b>Scarlett Fai</b>	Action Oriented	In house program			✓	✓	\$ -
	Delegation	Cert IV L&M	✓	✓			\$ 21,000.00
	Decision Quality	Cert IV L&M	✓	✓			\$ -
	Confronting Direct Reports	Cert IV L&M	✓	✓			\$ -
	Managing and Measuring Work	Cert IV L&M	✓	✓			\$ -
	Conflict Management	Cert IV L&M	✓	✓			\$ -
	Planning and Organising	Cert IV L&M	✓	✓			\$ -
<b>Ellen Paru Ramo</b>	Managing Time	In house program			✓	✓	\$ -
	Problem Solving	IPAM			✓	✓	\$ -
	Comfort around higher management	In house program			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
	Presenting Ideas to others	In house program			✓	✓	\$ -
	Listening	IPAM			✓	✓	\$ -
<b>Anthony Makabo</b>	Listening	IPAM			✓	✓	\$ -
	Ethics and Values	IPAM			✓	✓	\$ -
	Managing Time	In house program			✓	✓	\$ -
	Self-Knowledge	IPAM			✓	✓	\$ -

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	Working to Standards	IPAM			✓	✓	\$ -
	Customer Focus	IPAM			✓	✓	\$ -
	Problem Solving	IPAM			✓	✓	\$ -
	Financial Accountability	MOFT			✓	✓	\$ -
	Comfort around higher management	In house program			✓	✓	\$ -
	Interpersonal Ability	IPAM			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
	Presenting Ideas to others	In house program			✓	✓	\$ -
<b>Joan Kenilorea Hanu</b>	Managing Time	In house program			✓	✓	\$ -
<b>Ha'a Haurae</b>	Building Effective Team	In house program			✓	✓	\$ -
	Priority Setting	In house program			✓	✓	\$ -
	Perspective	In house program			✓	✓	\$ -
	Drive for Results	IPAM			✓	✓	\$ -
	Developing Direct Reports	SISBEC	✓	✓			\$ 150.00
	Motivating Others	In house program			✓	✓	\$ -
	Listening	IPAM			✓	✓	\$ -
	Ethics and Values	IPAM			✓	✓	\$ -
	Managing Time	In house program			✓	✓	\$ -
	Self-Knowledge	IPAM			✓	✓	\$ -
	Working to Standards	IPAM			✓	✓	\$ -
	Customer Focus	IPAM			✓	✓	\$ -
	Problem Solving	IPAM			✓	✓	\$ -
	Financial Accountability	MOFT			✓	✓	\$ -
	Comfort around higher management	In house program			✓	✓	\$ -
	Interpersonal Ability	IPAM			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
	Presenting Ideas to others	In house program			✓	✓	\$ -
<b>Augustine Houha'aoli</b>	Interpersonal Ability	IPAM			✓	✓	\$ -
	Presenting Ideas to others	In house program			✓	✓	\$ -
	Managing Time	In house program			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
<b>Mariano Kelesi</b>	Presenting Ideas to others	In house program			✓	✓	\$ -
	Managing Time	In house program			✓	✓	\$ -
	Ethics and Values	IPAM			✓	✓	\$ -
	Self-Knowledge	IPAM			✓	✓	\$ -
	Working to Standards	IPAM			✓	✓	\$ -
<b>Ellah Keru</b>	Financial Accountability	MOFT			✓	✓	\$ -
	Comfort around higher management	In house program			✓	✓	\$ -
	Mentoring and Coaching	SISBEC			✓	✓	\$ 150.00
	Presenting Ideas to others	In house program			✓	✓	\$ -
<b>Bernadette Hohosi Fafe</b>	Managing Time	In house program			✓	✓	\$ -
	Financial Accountability	MOFT			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
	Building Effective Team	In house program			✓	✓	\$ -
	Priority Setting	In house program			✓	✓	\$ -
	Drive for Results	IPAM			✓	✓	\$ -
<b>James Taranga</b>	Action Oriented	In house program			✓	✓	\$ -
	Decision Quality	IPAM			✓	✓	\$ -
	Managing and Measuring Work	In house program			✓	✓	\$ -
	Planning and Organising	In house program			✓	✓	\$ -
	Self-Knowledge	IPAM			✓	✓	\$ -
<b>Reginald Porowai</b>	Ethics and Values	IPAM			✓	✓	\$ -
	Managing Time	In house program			✓	✓	\$ -
	Working to Standards	IPAM			✓	✓	\$ -
<b>Bernard Tugamatani</b>	Presenting ideas to others	In house program			✓	✓	\$ -
<b>Knowrell Rove</b>	Priority Setting	In house program			✓	✓	\$ -
	Drive for Results	IPAM			✓	✓	\$ -
	Developing Direct Reports	SISBEC	✓	✓			\$ 150.00
	Ethics and Values	IPAM			✓	✓	\$ -
	Financial Accountability	MOFT			✓	✓	\$ -
	Comfort around higher Management	In house program			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
	Presenting Ideas to others	In house program			✓	✓	\$ -

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<b>Elvin Nesto</b>	Ethics and Values	IPAM			✓	✓	\$ -
	Working to Standards	IPAM			✓	✓	\$ -
<b>Requal Ofai</b>	Working to Standards	IPAM			✓	✓	\$ -
	Managing Time	In house program			✓	✓	\$ -
	Comfort around higher Management	In house program			✓	✓	\$ -
	Presenting Ideas to others	In house program			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
	Presenting Ideas to others	In house program			✓	✓	\$ -
<b>Pauline Deborah Pelu</b>	Ethics and Values	IPAM			✓	✓	\$ -
	Managing Time	In house program			✓	✓	\$ -
	Financial Accountability	MOFT			✓	✓	\$ -
	Comfort around Higher Management	In house program			✓	✓	\$ -
	Interpersonal Ability	IPAM			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
	Presenting Ideas to others	In house program			✓	✓	\$ -
	Priority Setting	In house program			✓	✓	\$ -
<b>Rajah Abe</b>	Managing Time	In house program			✓	✓	\$ -
	Self-Knowledge	IPAM			✓	✓	\$ -
	Financial Accountability	MOFT			✓	✓	\$ -
	Supervisory Skills	IPAM			✓	✓	\$ -
	Drive for Results	IPAM			✓	✓	\$ -
	Developing Direct Reports	SISBEC	✓	✓			\$ 150.00
<b>Jasper Anisi</b>	Managing Time	In house program			✓	✓	\$ -
	Financial Accountability	MOFT			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
<b>Bradley Dalipanda</b>	Supervisory Skills	IPAM			✓	✓	\$ -
<b>Frelize Farakii</b>	Managing Time	In house program			✓	✓	\$ -
	Developing Direct Reports	SISBEC	✓	✓			\$ 150.00
	Priority Setting	In house program			✓	✓	\$ -
<b>Maito'o Hauirae</b>	Managing Time	In house program			✓	✓	\$ -
	Priority Setting	In house program			✓	✓	\$ -
	Drive for Results	IPAM			✓	✓	\$ -
	Supervisory Skills	IPAM			✓	✓	\$ -
<b>Florence Joel</b>	Managing Time	In house program			✓	✓	\$ -
	Ethics and Values	Vic Bar Training	✓	✓			\$ 15,000.00
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
	Delegation	In house program			✓	✓	\$ -
	Conflict Management	IPAM			✓	✓	\$ -
	Planning and developing and managing Budgets	MOFT			✓	✓	\$ -
<b>Ismael Kekou</b>	Ethics and Values	Vic Bar Training	✓	✓			\$ 15,000.00
	Managing Time	In house program			✓	✓	\$ -
	Self-Knowledge	IPAM			✓	✓	\$ -
	Building Effective Team	In house program			✓	✓	\$ -
	Priority Setting	In house program			✓	✓	\$ -
	Drive for Results	IPAM			✓	✓	\$ -
	Motivating Others	In house program			✓	✓	\$ -
<b>Sirepu Ramosaea</b>	Managing Time	In house program			✓	✓	\$ -
	Working to Standards	IPAM			✓	✓	\$ -
	Financial Accountability	MOFT			✓	✓	\$ -
	Managing and Measuring Work	In house program			✓	✓	\$ -
	Planning and Organising	In house program			✓	✓	\$ -
<b>Olivia Ratu</b>	Financial Accountability	MOFT			✓	✓	\$ -
	Building Effective Team	In house program			✓	✓	\$ -
	Drive for Results	IPAM			✓	✓	\$ -
	Supervisory Skills	IPAM			✓	✓	\$ -
<b>Elma Rizzu</b>	Managing Time	In house program			✓	✓	\$ -
	Financial Accountability	MOFT			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
	Developing Direct Reports	SISBEC	✓	✓			\$ -
	Priority Setting	In house program			✓	✓	\$ -
<b>Margaret Suifa'asia</b>	Conflict Management	IPAM			✓	✓	\$ -
	Presenting Ideas to others	In house program			✓	✓	\$ -
	Interpersonal Ability	IPAM			✓	✓	\$ -
<b>Kelly Akao</b>	Managing Time	In house program			✓	✓	\$ -
	Financial Accountability	MOFT			✓	✓	\$ -



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	Comfort around Higher Management	In house program			✓	✓	\$ -
Cathy Auna	Managing Time	In house program			✓	✓	\$ -
	Leadership and Counselling	SISBEC	✓	✓			\$ 150.00
	Building Effective Team	In house program			✓	✓	\$ -
Stanley Aupai	Delegation	In house program			✓	✓	\$ -
	Planning and Organising	In house program			✓	✓	\$ -
	Managing Time	In house program			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
Taero Beneteti	Self-Knowledge	IPAM			✓	✓	\$ -
	Developing Direct Reports	SISBEC	✓	✓			\$ 150.00
George Gray	Managing Time	In house program			✓	✓	\$ -
Tina Haro	Managing Time	In house program			✓	✓	\$ -
	Working to standards	IPAM			✓	✓	\$ -
	Comfort around Higher Management	In house program			✓	✓	\$ -
Peter Herehura	Planning and Organising	Cert IV L&M	✓	✓	✓	✓	\$ 21,000.00
	Managing Time	In house program			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
	Report Writing	Cert IV L&M	✓	✓			\$ -
Cathy Hite	Managing Time	In house program			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
Michael Holara	Managing Time	In house program			✓	✓	\$ -
	Comfort around Higher Management	In house program			✓	✓	\$ -
	Action Oriented	In house program			✓	✓	\$ -
	Planning and Organising	In house program			✓	✓	\$ -
	Court of Appeals	In house coaching program			✓	✓	\$ -
Sarah Karani	Managing Time	In house program			✓	✓	\$ -
	Developing Direct Reports	SISBEC	✓	✓			\$ 150.00
Daniel Kwalai	Developing Direct Reports	SISBEC	✓	✓			\$ 150.00
Martha Manaka	Problem Solving	IPAM			✓	✓	\$ -
	Mentoring and Coaching	SISBEC	✓	✓			\$ 150.00
	Managerial Courage	IPAM			✓	✓	\$ -
Ethel Ratu	Managing Time	In house program			✓	✓	\$ -
	Self-Knowledge	IPAM			✓	✓	\$ -
	Problem Solving	IPAM			✓	✓	\$ -
	Presenting ideas to others	In house program			✓	✓	\$ -
Clifton Ruele	Managing Time	In house program			✓	✓	\$ -
	Developing Direct Reports	SISBEC	✓	✓			\$ 150.00
Harriet Siapu	Managing Time	In house program			✓	✓	\$ -
	Financial Accountability	MOFT			✓	✓	\$ -
	Comfort around Higher Management	In house program			✓	✓	\$ -
Allan Tinoni	Action Oriented	In house program			✓	✓	\$ -
	Managing Time	In house program			✓	✓	\$ -
Lazarus Waroka	Managing Time	In house program			✓	✓	\$ -
	Interpersonal Ability	IPAM			✓	✓	\$ -
	Presenting ideas to others	In house program			✓	✓	\$ -
	Motivating Others	In house program			✓	✓	\$ -

## Attachment 2:

## HRD short term training needs (Technical)

Staff Name	L&D Course Name	Training Provider	Time-frame				Budget
			1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
Leonard Ofainu'u	Assist the HRM in Consultation, research and draft organizational development strategies giving strategic HRM direction, refinements for organizational and management structures	Adviser Support	✓	✓	✓	✓	\$ -
	Develop a HRD, including reviewing job descriptions	Adviser Support	✓	✓	✓	✓	\$ -
	Training Needs Analysis	Adviser Support	✓	✓	✓	✓	\$ -
	Succession planning	Adviser Support	✓	✓	✓	✓	\$ -

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	Access to training seminars, Regional and International forums on admin of justice to ensure best practice is delivered	Self-Manage	✓	✓	✓	✓	\$ -
Eric Ulufia	Consult, research and draft organizational development strategies giving strategic HRM direction, refinements for organizational and management structures, supporting planning, system development and quality control	Adviser Support	✓	✓	✓	✓	\$ -
	Facilitate the identification of appropriate work force development strategies	Adviser Support	✓	✓	✓	✓	\$ -
	Research and draft proposals to support allocation of resources	Coaching Program	✓	✓	✓	✓	\$ -
	Work to develop the MJLA Budget/Establishment process in liaison with counterparts across the agencies	Adviser Support	✓	✓	✓	✓	\$ -
	Research and draft proposals identifying changing needs and situations	Coaching Program	✓	✓	✓	✓	\$ -
	Support counterparts in the Justice Agencies with the implementation of processes and procedures and alert the HRM about quality issues	Coaching Program	✓	✓	✓	✓	\$ -
	Match workforce planning to the corporate planning and budget process	Adviser Support	✓	✓	✓	✓	\$ -
	Manage the MJLA HR Plan in line with sector agencies	Adviser Support	✓	✓	✓	✓	\$ -
	Assist with the logistical support as required	Coaching Program	✓	✓	✓	✓	\$ -
	Participate in the marketing and implementation of the MJLA OHS&W policy	Adviser Support	✓	✓	✓	✓	\$ -
	Facilitate the development of a coordinated L & D Strategy; L & D policy and short and long term plans	Adviser Support	✓	✓	✓	✓	\$ -
	Take direction from the Ministry's L&D Committee to develop proposals/submissions for funding	Adviser Support	✓	✓	✓	✓	\$ -
	Coordinate Graduate Lawyer's development & scholarship program	Adviser Support	✓	✓	✓	✓	\$ -
	Manage a 'knowledge exchange program' to ensure there is a sharing of the most current information across the sector	Coaching Program	✓	✓	✓	✓	\$ -
	Explore funding sources available for training and development.	Adviser Support	✓	✓	✓	✓	\$ -
Kyla Venokana	Conduct legal research and provide legal policy advice to the PS and Minister	Adviser Support	✓	✓	✓	✓	\$ -
	Prepare legal advice and briefings for the PS, Minister and cabinet, drafting instructions, discussions papers, speeches, explanatory documents and other documents relevant to legal policy and legislation development	Adviser Support	✓	✓	✓	✓	\$ -
	Consult on legal policy with other government agencies, non-government organisations and communities	Adviser Support	✓	✓	✓	✓	\$ -
	Coordinate with other government agencies on legal policy and legislation	Adviser Support	✓	✓	✓	✓	\$ -
Charles Koroni	Manage and coordinate the Justice sector's repairs, maintenance budgets and work plans	Adviser Support	✓	✓	✓	✓	\$ -
	Create and maintain the Justice Sector built assets database	Adviser Support	✓	✓	✓	✓	\$ -
	Manage a centralised repairs and maintenance service through staff	Adviser Support	✓	✓	✓	✓	\$ -
	Carry out capital works contract administration when required	Adviser Support	✓	✓	✓	✓	\$ -
	Act as advocate and user representative on behalf of users of	Adviser Support	✓	✓	✓	✓	\$ -

	the IT service contract within MJLA						
	Identify the issues affecting asset management within the Justice Sector that could be improved including: Justice sector processes, systems and procedures	Adviser Support	✓	✓	✓	✓	\$ -
	Finalise the Draft Justice Infrastructure Policy and plan	Adviser Support	✓	✓	✓	✓	\$ -
	Develop and maintain asset management up to date policy.	Adviser Support	✓	✓	✓	✓	\$ -
	Maintenance of facilities and assets as required	Adviser Support	✓	✓	✓	✓	\$ -
	Occupational Health and safety	Adviser Support	✓	✓	✓	✓	\$ -
	Assist NJ with infrastructure projects and works	Adviser Support	✓	✓	✓	✓	\$ -
	Progress with the tender for documentation of the Justice Precinct	Adviser Support	✓	✓	✓	✓	\$ -
Ulpep Deva	Manage and develop the system for requests for maintenance and ensure that all officers know how to use it.	Adviser Support	✓	✓	✓	✓	\$ -
	Develop good, constructive relationships with competent period contractors and preferred suppliers to support all of the organization's needs for maintenance in the areas of; Carpentry and general building; hydraulics; electrical; air-conditioning; mechanical services, glazing, generators; fire equipment; vehicle maintenance; civil works and lock-smiting.	Adviser Support	✓	✓	✓	✓	\$ -
	Technical Specification	MOFT	✓	✓	✓	✓	\$ -
	Bill of Quantity (BOQs)	MOFT	✓	✓	✓	✓	\$ -
	Building Inspection	MOFT	✓	✓	✓	✓	\$ -
	SIG Tender Process Requirement	MOFT	✓	✓	✓	✓	\$ -
Maurice Tinoni Mae	Research/Analysis and drafting of financial strategies	Adviser Support	✓	✓	✓	✓	\$ -
	Implementation of Financial laws, Policies, General Orders and ongoing support for Agency counterparts	Adviser Support	✓	✓	✓	✓	\$ -
	Develop proposal around strategies advice	Adviser Support	✓	✓	✓	✓	\$ -
	Interface with stakeholders	Coaching Program	✓	✓	✓	✓	\$ -
	Systems analysis; implementation, training, reporting and backups	Coaching Program	✓	✓	✓	✓	\$ -
	Financial planning and controls	Adviser Support	✓	✓	✓	✓	\$ -
	Performance management; implementing quality controls, staff appraisals and reporting against performance indicators	Adviser Support	✓	✓	✓	✓	\$ -
	Drive the budget process and provide ongoing feedback	Adviser Support	✓	✓	✓	✓	\$ -
	Financial Management Information System (FMIS): Auditing data improvement and make adjustments	Adviser Support	✓	✓	✓	✓	\$ -
	Engage the sector in conversations relating to OH&S	Coaching Program	✓	✓	✓	✓	\$ -
	Establish an OH&S Committee to develop a policy, procedures and practices for the Sector	Coaching Program	✓	✓	✓	✓	\$ -
	Identify resources to support OH&S activities	Coaching Program	✓	✓	✓	✓	\$ -
	Ensure that the implementation of policies, procedures and workplace practices are underpinned by appropriate skills enhancement training and development within the MJLAHQ and its agencies	MOFT	✓	✓	✓	✓	\$ -
	Should be able to differentiate opportunities and weaknesses of the ministry.	Coaching Program	✓	✓	✓	✓	\$ -
	Able to have discussion on improvement particularly on the Finance section	Coaching Program	✓	✓	✓	✓	\$ -
Annett Juvia	Meeting preparation and recording	Coaching Program	✓	✓	✓	✓	\$ -
	Record keeping and back up	Coaching Program	✓	✓	✓	✓	\$ -



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	Data entry	Coaching Program	✓	✓	✓	✓	\$ -
	Consult with section heads on priorities and budget needs	Adviser Support	✓	✓	✓	✓	\$ -
	Prepare draft for HQ budget	Adviser Support	✓	✓	✓	✓	\$ -
	Monitor expenditure for HQ	Adviser Support	✓	✓	✓	✓	\$ -
	Prepare cash flow for HQ	Adviser Support	✓	✓	✓	✓	\$ -
	Produce daily budget updates	Coaching Program	✓	✓	✓	✓	\$ -
	Manage the HQ imprest account	Coaching Program	✓	✓	✓	✓	\$ -
	Review for compliance and report	Coaching Program	✓	✓	✓	✓	\$ -
	Review compliance checks of agencies and report	Coaching Program	✓	✓	✓	✓	\$ -
	FMIS data input and report	Coaching Program	✓	✓	✓	✓	\$ -
	Seek out information	Coaching Program	✓	✓	✓	✓	\$ -
	Data entry and adjustments to data back ups	Coaching Program	✓	✓	✓	✓	\$ -
	Preparation of reports	Coaching Program	✓	✓	✓	✓	\$ -
	Maintain and advise on list of non-performing assets	Coaching Program	✓	✓	✓	✓	\$ -
	Actively participate on recommended training	Coaching Program	✓	✓	✓	✓	\$ -
	Ensure work colleagues understand and can implement both financial and general management processes and procedures	Coaching Program	✓	✓	✓	✓	\$ -
	HQ budget processes and creating the necessary paper trails	Coaching Program	✓	✓	✓	✓	\$ -
	Data entry FMIS	Coaching Program	✓	✓	✓	✓	\$ -
Joseph Mark Quity	Participate in working groups, focused on developing strategic advice.	Coaching Program	✓	✓	✓	✓	\$ -
	Attending and contributing in meetings.	Coaching Program	✓	✓	✓	✓	\$ -
Solomon Lincoln Saemala	Consult with Section Heads on priorities and budget needs	Adviser Support	✓	✓	✓	✓	\$ -
	Prepare draft for HQ budget	Adviser Support	✓	✓	✓	✓	\$ -
	Monitor expenditure for HQ	Adviser Support	✓	✓	✓	✓	\$ -
	Prepare cash flow for HQ	Adviser Support	✓	✓	✓	✓	\$ -
	Produce daily budget updates	Coaching Program	✓	✓	✓	✓	\$ -
	Seek out information	Coaching Program	✓	✓	✓	✓	\$ -
	Data entry and adjustments to data, back ups	Coaching Program	✓	✓	✓	✓	\$ -
	Preparation of report	Coaching Program	✓	✓	✓	✓	\$ -
	Maintain and advise on list of non - performing assets	Coaching Program	✓	✓	✓	✓	\$ -
Esther Kabe	Give update information to the executive management on areas of concern with the payroll	Coaching Program	✓	✓	✓	✓	\$ -
	Make salary changes as and when necessary to ministry staff	Coaching Program	✓	✓	✓	✓	\$ -
	Raise a new salary for new appointments	Coaching Program	✓	✓	✓	✓	\$ -
	Monitor agency pay points against officers	Coaching Program	✓	✓	✓	✓	\$ -
	Review non-established staff FTA	Coaching Program	✓	✓	✓	✓	\$ -
	Supervise the non-established workers	Coaching Program	✓	✓	✓	✓	\$ -
	Ensure payroll cost are accurate and equitable with the manpower establishment	Coaching Program	✓	✓	✓	✓	\$ -
	Reconcile salary postings with agency budget head	Coaching Program	✓	✓	✓	✓	\$ -
	Manage a roster and work performance of non-establish staff	Coaching Program	✓	✓	✓	✓	\$ -
	Be responsible for compiling staff reports	Coaching Program	✓	✓	✓	✓	\$ -
	Maintain a database for payroll	Coaching Program	✓	✓	✓	✓	\$ -
	Assist in drawing work force budget especially for the non-establish staffs	Coaching Program	✓	✓	✓	✓	\$ -
	Draw up weekly roster plans for non-establish	Coaching Program	✓	✓	✓	✓	\$ -
	Actively participate in the costing of the man power budget	Coaching Program	✓	✓	✓	✓	\$ -
	Draw up weekly roster plans for non-establish	Coaching Program	✓	✓	✓	✓	\$ -
	Actively participate in the costing of the man power budget	Coaching Program	✓	✓	✓	✓	\$ -

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	Actively participate in recommended training	Coaching Program	✓	✓	✓	✓	\$ -
	Work to develop the skills of non-established workers	Coaching Program	✓	✓	✓	✓	\$ -
	Counselling non established workers	Coaching Program	✓	✓	✓	✓	\$ -
	Should be able to differentiate opportunities and weaknesses of the ministry	Coaching Program	✓	✓	✓	✓	\$ -
	Able to have discussion on improvement particularly on the payroll process and issues	Coaching Program	✓	✓	✓	✓	\$ -
Naomi Kaliuae	Collect data on housing and NPF contribution	Coaching Program	✓	✓	✓	✓	\$ -
	Provide information for reporting and planning purposes	Coaching Program	✓	✓	✓	✓	\$ -
	Administer the SIG rental scheme with MPS and Ministry of Lands and Housing	Coaching Program	✓	✓	✓	✓	\$ -
	Advise staff on the housing budget and officers housing entitlement	Coaching Program	✓	✓	✓	✓	\$ -
	Liaise with NPF on staff contributions and membership	Coaching Program	✓	✓	✓	✓	\$ -
	Assist retiring officers with withdrawal of NPF contributions	Coaching Program	✓	✓	✓	✓	\$ -
	Assist retiring officers with obtaining their dues from SIG/Ministry	Coaching Program	✓	✓	✓	✓	\$ -
	Identify challenges in the implantation of the SIG rental scheme and provide report on it	Coaching Program	✓	✓	✓	✓	\$ -
	Actively participate in recommended training	Self-Manage	✓	✓	✓	✓	\$ -
Philip Kanairara	Responsible for the planning and coordination of all LRC legal policy development work.	Coaching Program	✓	✓	✓	✓	\$ -
	Oversee and direct the development of draft recommendations for consideration by Commission.	Coaching Program	✓	✓	✓	✓	\$ -
	Provide high level legal policy research and analysis	Coaching Program	✓	✓	✓	✓	\$ -
	Liaise and report to the Chairperson and the Commission on the scope and progress with references	Coaching Program	✓	✓	✓	✓	\$ -
	Changing the law successful reform	Coaching Program	✓	✓	✓	✓	\$ -
	Master of law and Development	See LT Training	✓	✓	✓	✓	\$ -
	Corporate Legal risk Management	See LT Training	✓	✓	✓	✓	\$ -
Daniel Alois Suluia	Contribute to developing and applying effective policies and procedures for law reform references and inquiries.	Coaching Program	✓	✓	✓	✓	\$ -
	Capacity building of the SLO's.	SISBEC	✓	✓	✓	✓	\$ 150
	Contribute to effective record keeping	Coaching Program	✓	✓	✓	✓	\$ -
	Contribute to reporting and monitoring of law reform references and inquiries.	Coaching Program	✓	✓	✓	✓	\$ -
	Support the preparation of the budget.	Adviser Support	✓	✓	✓	✓	\$ -
	Contribute to preparation of publications, media releases and web site content.	Coaching Program	✓	✓	✓	✓	\$ -
	Lead and supervise as assigned by the CLO to SLOs projects.	Coaching Program	✓	✓	✓	✓	\$ -
Corina Ruvy Peni	Alert executive of emerging issues	Coaching Program	✓	✓	✓	✓	\$ -
	Participate in overall strategic planning	Coaching Program	✓	✓	✓	✓	\$ -
	Provide information for reporting on achievements according to the key performance indicators	Coaching Program	✓	✓	✓	✓	\$ -
	Facilitate effective records management and reporting	Coaching Program	✓	✓	✓	✓	\$ -
	Manage allocation of resources for community engagement.	Coaching Program	✓	✓	✓	✓	\$ -
	Identify, acquire, catalogue and manage resources	Coaching Program	✓	✓	✓	✓	\$ -
	Contribute to reporting activities	Coaching Program	✓	✓	✓	✓	\$ -
	Alert executive of emerging issues	Coaching Program	✓	✓	✓	✓	\$ -

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Florence Dafanisi	Participate in overall strategic planning	Coaching Program	✓	✓	✓	✓	\$ -
	Provide information for reporting on achievements according to the key performance indicators	Coaching Program	✓	✓	✓	✓	\$ -
	Facilitate effective records management and reporting	Coaching Program	✓	✓	✓	✓	\$ -
	Manage allocation of resources for community engagement.	Coaching Program	✓	✓	✓	✓	\$ -
	Identify, acquire, catalogue and manage resources	Coaching Program	✓	✓	✓	✓	\$ -
	Contribute to reporting activities	Coaching Program	✓	✓	✓	✓	\$ -
	Undertake research and legal analysis required to progress law reform references and inquiries.	Coaching Program	✓	✓	✓	✓	\$ -
	Provide good quality written reports and advice.	Coaching Program	✓	✓	✓	✓	\$ -
	Contribute to capacity development of peers and colleagues across the sector.	SISBEC	✓	✓	✓	✓	\$ 150
	Contribute to ongoing development of policy and research.	Coaching Program	✓	✓	✓	✓	\$ -
	Build and maintain partnerships and networking	Coaching Program	✓	✓	✓	✓	\$ -
	Develop resources to support community engagement activities	Coaching Program	✓	✓	✓	✓	\$ -
Scarlett Fai	Lead and facilitate the development, implementation, monitoring & reporting and review of Agency's Corporate Plan, Annual Work Plan and Individual Work Plan	Cert IV L&M	✓	✓	✓	✓	\$ -
	Prepare financial reports and provide briefings for the Executive Team	Adviser Support	✓	✓	✓	✓	\$ -
	Lead, facilitate and develop the Agency's annual report	Cert IV L&M	✓	✓	✓	✓	\$ -
	Implement full range of financial functions for the office	MOFT	✓	✓	✓	✓	\$ -
	Liaise with the Ministry on staff welfare issues	Coaching Program	✓	✓	✓	✓	\$ -
	Maintain current establishment list	Coaching Program	✓	✓	✓	✓	\$ -
	Liaise with HQ to ensure reconciliation of pay roll system with staffing	Coaching Program	✓	✓	✓	✓	\$ -
	Manage the Human Resource Data base of the Agency	Coaching Program	✓	✓	✓	✓	\$ -
	Manage, maintain and provide accurate report on the attendance register to the Executive Team as requested	Coaching Program	✓	✓	✓	✓	\$ -
	Participate in recruitment and selection processes of Support Staff	COP	✓	✓	✓	✓	\$ -
	Procurement of safety equipment,	Coaching Program	✓	✓	✓	✓	\$ -
	Coordination of OHS training including First Aid and Maritime training	Coaching Program	✓	✓	✓	✓	\$ -
	Promote co-ordination of capacity building strategies with the Agency, including Career development and succession planning	COP	✓	✓	✓	✓	\$ -
	Co-ordinate training requirements for the Agency	Adviser Support	✓	✓	✓	✓	\$ -
	Develop, implement and evaluate a training plan against training needs	Adviser Support	✓	✓	✓	✓	\$ -
	Liaise with the MJLA HR Unit on training and development	Adviser Support	✓	✓	✓	✓	\$ -
	Liaise with MPS and HQ on all aspect of L&D	Adviser Support	✓	✓	✓	✓	\$ -
	Lead, participate and develop the Agency's budget bids	Adviser Support	✓	✓	✓	✓	\$ -
	Monitor and coordinate the implementation of the Agency's budget	Adviser Support	✓	✓	✓	✓	\$ -
	Manage the 'Budget Template'	Adviser Support	✓	✓	✓	✓	\$ -
	Implement financial instruction and manage the implementation of controls	Adviser Support	✓	✓	✓	✓	\$ -
	Ensure alignment of the budget with work-plans	Adviser Support	✓	✓	✓	✓	\$ -

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	Manage procurements according to the financial instructions	MOFT	✓	✓	✓	✓	\$ -
	Administer expenditure in terms of "Value for Money".	MOFT	✓	✓	✓	✓	\$ -
	Report on the quarterly and annual budget and expenditure for the Agency	MOFT	✓	✓	✓	✓	\$ -
	Oversee and facilitate all requisition for the Office operation and activities	MOFT	✓	✓	✓	✓	\$ -
	Oversee the management and retirement of the standing imprest and special imprest	MOFT	✓	✓	✓	✓	\$ -
	Liaise with MJLA Accounts Unit on all financial matters	MOFT	✓	✓	✓	✓	\$ -
	FMIS: Auditing; data improvement and make adjustments.	MOFT	✓	✓	✓	✓	\$ -
	Manage Procurement	MOFT	✓	✓	✓	✓	\$ -
	Manage standing Imprest	MOFT	✓	✓	✓	✓	\$ -
	Budget planning	MOFT	✓	✓	✓	✓	\$ -
	Oversee and supervise all bank runs	MOFT	✓	✓	✓	✓	\$ -
	Maintain, audit and report to Corporate Services on the Asset Register	MOFT	✓	✓	✓	✓	\$ -
	Liaise with the Asset Management team in regards to maintenance and repairs for properties of the Agency	MOFT	✓	✓	✓	✓	\$ -
	Contribute to the planning, development of new infrastructure	Adviser Support	✓	✓	✓	✓	\$ -
	Reconcile Establishment with payroll and budget	Coaching Program	✓	✓	✓	✓	\$ -
	Maintain, audit and report to Corporate Services on the Asset Register	MOFT	✓	✓	✓	✓	\$ -
	Reconcile Establishment with payroll and budget	Coaching Program	✓	✓	✓	✓	\$ -
	Development and promotion of the concept of career pathways that link across the sector	COP	✓	✓	✓	✓	\$ -
<b>Ellen Paru Ramo</b>	Provide an effective information link and record and distribute all material as and when required by the Executive team	Coaching Program	✓	✓	✓	✓	\$ -
	Management and administration of the Registry manual which guides the filing and records system	Coaching Program	✓	✓	✓	✓	\$ -
	Support the LRC with an effective and efficient record and filing system.	Coaching Program	✓	✓	✓	✓	\$ -
	Maintain high level of confidentiality on confidential matters	Coaching Program	✓	✓	✓	✓	\$ -
<b>Anthony Makabo</b>	IT skills	IPAM	✓	✓	✓	✓	\$ -
<b>Joan Kenilorea Hanu</b>	Electronic Skills relevant to legislative drafting (i.e. setting up templates)	IPAM	✓	✓	✓	✓	\$ -
	Build Analytical skills in statutory interpretation	Coaching Program	✓	✓	✓	✓	\$ -
<b>Ha'a Haurae</b>	Assessment of policy, and the determination of legal opinion;	Coaching Program	✓	✓	✓	✓	\$ -
	Undertake the drafting process, in compliance with Drafting Instructions and drafting practices and styles	Adviser Support	✓	✓	✓	✓	\$ -
	Ensure the quality of the drafting, through a process of internal consultation and review	Adviser Support	✓	✓	✓	✓	\$ -
	Ministerial consultation and approval	Adviser Support	✓	✓	✓	✓	\$ -
	Assist in stakeholder and public consultation	Adviser Support	✓	✓	✓	✓	\$ -
	Undertake the approval process, appropriate to the nature of the drafting	Adviser Support	✓	✓	✓	✓	\$ -
	Attend and brief the Parliamentary and Legislation committee is required advise and assist Ministries prepare Acts for commencement and subsidiary legislation	Adviser Support	✓	✓	✓	✓	\$ -



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<b>Augustine Houha'aoli</b>	To co-operate with the council in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post	IPAM	✓	✓	✓	✓	\$ -
<b>Mariano Kelesi</b>	Public Administration and Management	IPAM	✓	✓	✓	✓	\$ -
	Stay up to date on regional and national trends, developments and standards in cataloguing and classification of legal information	Coaching Program	✓	✓	✓	✓	\$ -
	Support the Provincial Government with Gazettes and other sources of legal information	Coaching Program	✓	✓	✓	✓	\$ -
	Provide information to the Public	Coaching Program	✓	✓	✓	✓	\$ -
	Support schools, private lawyers and other members of the public to find legal information Manage the sale of Laws, ensuring cheques are received and receipted at Treasury	Coaching Program	✓	✓	✓	✓	\$ -
	Participate in the planning and conduct of community education and information activities, including law week	Coaching Program	✓	✓	✓	✓	\$ -
	Ensure library resources are protected	Coaching Program	✓	✓	✓	✓	\$ -
	Ensure the appropriate storage and maintenance of library stock	Coaching Program	✓	✓	✓	✓	\$ -
	Provide a high quality customer service	IPAM	✓	✓	✓	✓	\$ -
	Provide services in a timely manner	IPAM	✓	✓	✓	✓	\$ -
	Provide training to staff on the use of the library	Coaching Program	✓	✓	✓	✓	\$ -
	Support them to understand the role of the library	Coaching Program	✓	✓	✓	✓	\$ -
	Support staff to use the library to maximum advantage	Coaching Program	✓	✓	✓	✓	\$ -
	Support staff to comply with systems for library use and management	Coaching Program	✓	✓	✓	✓	\$ -
<b>Bernadette Hohosi Fafe</b>	Developing Direct Reports and Others	SISBEC	✓	✓	✓	✓	\$ 150
	Contributes to Improvement and Law Reform	Coaching Program	✓	✓	✓	✓	\$ -
	Provide the layout and printing of brochures and information materials as required	IPAM	✓	✓	✓	✓	\$ -
	Distribute pamphlets and other materials as require	Coaching Program	✓	✓	✓	✓	\$ -
	Professional development participate in ongoing training and development	Self-Manage	✓	✓	✓	✓	\$ -
	Contribute to Improving service delivery	IPAM	✓	✓	✓	✓	\$ -
	Suggest ways to improve service delivery	IPAM	✓	✓	✓	✓	\$ -
	Promote gender equity in all activities	IPAM	✓	✓	✓	✓	\$ -
	Contribute to the leadership, strategic management, policy, planning, resource allocation, and performance monitoring, of the Agency through participation in the corporate planning, staff meetings, work planning and performance management as required. Support the effective Human Resource Management of the Agency through	Coaching Program	✓	✓	✓	✓	\$ -
<b>James Taranga</b>	Responsible for the oversight, management and implementation of all financial functions within the agency in consultation with the Finance Unit in Corporate Services	MOFT	✓	✓	✓	✓	\$ -
	Contribute to the development, implementation, monitoring and review of learning and development policy and procedures for the agency	CERT IV TAE	✓	✓	✓	✓	\$ 24,000

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	Responsible for planning and managing the day to day corporate services functions within the office in line with General Orders and Financial Instructions.	MOFT	✓	✓	✓	✓	\$ -
	Ensure compliance in all matters relating to the management of human resources.	Coaching Program	✓	✓	✓	✓	\$ -
Bernard Tugamatani	Carry out the duties of Public Trustee as required under the Public Trustee Act and Wills, Probate and Administration Act;	Coaching Program	✓	✓	✓	✓	\$ -
	To maintain, up-date and receipting of monies paid into the Public Trustee's Account including the raising of payment from the account, paying of the next-of-kin, and/or settlement of debts of the deceased's Estate,	Coaching Program	✓	✓	✓	✓	\$ -
	Any other duties as may be delegated by the Registrar General and/or Deputy Registrar General from time to time.	Coaching Program	✓	✓	✓	✓	\$ -
Requel Ofai	Manage Incoming and Outgoing Mail (Incoming)-	Coaching Program	✓	✓	✓	✓	\$ -
	Tag correspondence for action	Coaching Program	✓	✓	✓	✓	\$ -
	Record and receipt cheques	Coaching Program	✓	✓	✓	✓	\$ -
	File all correspondence in the cabinet/parcel files	Coaching Program	✓	✓	✓	✓	\$ -
	Support the Registrar to manage the filing system	Coaching Program	✓	✓	✓	✓	\$ -
	Open new files [new editions as required in both electronic and hard copy	Coaching Program	✓	✓	✓	✓	\$ -
	Maintain a registry book in both electronic and hard copy Maintain files in good order:	Coaching Program	✓	✓	✓	✓	\$ -
	Create new files if torn or bulky; amend card;	Coaching Program	✓	✓	✓	✓	\$ -
	Monitor compliance to the file movement system	Coaching Program	✓	✓	✓	✓	\$ -
	Audit filing system routinely	Coaching Program	✓	✓	✓	✓	\$ -
	Stay up to date in new file management/registration systems	Coaching Program	✓	✓	✓	✓	\$ -
	Proactively address system deficits and initiatives with Principle register	Coaching Program	✓	✓	✓	✓	\$ -
	Implement new systems as required	Coaching Program	✓	✓	✓	✓	\$ -
	Participate in staff meetings	Coaching Program	✓	✓	✓	✓	\$ -
	Comply with Agency guidelines, including - HR Policy Guidelines and OH&S policy and guidelines	Coaching Program	✓	✓	✓	✓	\$ -
	Participate in ongoing training and development activities	Self-Manage	✓	✓	✓	✓	\$ -
	Participate in staff meetings	Self-Manage	✓	✓	✓	✓	\$ -
Rajah Abe	Undertake all prosecution responsibilities and actively engage in legal issues.	Vic Bar	✓	✓	✓	✓	\$ 15,000
Frelize Farakii	Undertake all prosecution responsibilities and actively engage in legal issues.	Vic Bar	✓	✓	✓	✓	\$ 15,000
	Provision of quality legal advice/submissions for the DPP	Vic Bar	✓	✓	✓	✓	\$ -
Maito'o Haurae	Implementing case management – multi tasking	Vic Bar	✓	✓	✓	✓	\$ -
Sirepu Ramosaea	Mentoring Senior Legal Officers - Capacity Building of peers and colleagues within the ODPP and across the Sector	Vic Bar	✓	✓	✓	✓	\$ 15,000
	Represent the crown in criminal proceedings in all courts by providing fair, independent and timely prosecution	NT Twinning	✓	✓	✓	✓	\$ 105,000
Olivia Ratu	Implementing case management	Vic Bar	✓	✓	✓	✓	\$ 15,000
Elma Rizzu	Case Management	Vic Bar	✓	✓	✓	✓	\$ 15,000
	Undertake all prosecution responsibilities and actively engage in dialogue around legal issues.	Vic Bar	✓	✓	✓	✓	\$ -
	Provision of quality legal advice/submissions for the DPP	Vic Bar	✓	✓	✓	✓	\$ -

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<b>Kelly Akao</b>	Accounts Payable	MOFT	✓	✓	✓	✓	\$ -
	Personnel Filing	Coaching Program	✓	✓	✓	✓	\$ -
	Reconciling office Accounts	Coaching Program	✓	✓	✓	✓	\$ -
	Report Writing	Coaching Program	✓	✓	✓	✓	\$ -
	Logistics	Coaching Program	✓	✓	✓	✓	\$ -
<b>Cathy Auna</b>	Filing System (Folio System)	Coaching Program	✓	✓	✓	✓	\$ -
	Stock Control	Coaching Program	✓	✓	✓	✓	\$ -
	Computer training	IPAM	✓	✓	✓	✓	\$ -
<b>Stanley Aupai</b>	Undertake research of case law	Vic Bar	✓	✓	✓	✓	\$ -
	Settle disputes out of court	Vic Bar	✓	✓	✓	✓	\$ -
	Court of Appeals	Vic Bar	✓	✓	✓	✓	\$ -
<b>Tearo Beneteti</b>	Provide information and legal advice	Vic Bar	✓	✓	✓	✓	\$ -
	Promote education to the community	Coaching Program	✓	✓	✓	✓	\$ -
<b>Tina Haro</b>	Filing (Electronic)	Coaching Program	✓	✓	✓	✓	\$ -
	Database training	IPAM	✓	✓	✓	✓	\$ -
	Taking minutes	IPAM	✓	✓	✓	✓	\$ -
<b>Cathy Hite</b>	Determine compliance to merit assessment	Vic Bar	✓	✓	✓	✓	\$ 16,000
	Provide advice on rights and responsibilities and disclosures available for client	Vic Bar	✓	✓	✓	✓	\$ -
	Support the PLO	Vic Bar	✓	✓	✓	✓	\$ -
<b>Michael Holara</b>	Maintain and update files as per file compliance	Vic Bar	✓	✓	✓	✓	\$ 16,000
<b>Sarah Karani</b>	Practice effective Case Management	Vic Bar	✓	✓	✓	✓	\$ 16,000
<b>Martha Manaka</b>	Contribute to leadership strategies	Coaching Program	✓	✓	✓	✓	\$ -
<b>Ethel Ratu</b>	Advocate for clients in simple matters (Paralegal Training)	SINU	✓	✓	✓	✓	\$ -
	Writing of legal documents	SINU	✓	✓	✓	✓	\$ -
	Community Awareness	Coaching Program	✓	✓	✓	✓	\$ -
<b>Clifton Ruele</b>	Determine compliance to merit assessment	Vic Bar	✓	✓	✓	✓	\$ 16,000
	Serve as a duty lawyer and participate in legal clinics	Vic Bar	✓	✓	✓	✓	\$ -
<b>Harriet Siapu</b>	Accounts Payable	Coaching Program	✓	✓	✓	✓	\$ -
	Personnel Filing	Coaching Program	✓	✓	✓	✓	\$ -
	Reconciling office Accounts	Coaching Program	✓	✓	✓	✓	\$ -
	Report Writing	Coaching Program	✓	✓	✓	✓	\$ -
	Logistics	Coaching Program	✓	✓	✓	✓	\$ -
<b>Allan Tinoni</b>	Searching law outside of Commonwealth	Coaching Program	✓	✓	✓	✓	\$ -
	Court of Appeals	Coaching Program	✓	✓	✓	✓	\$ -
<b>Lazarus Waroka</b>	Determine compliance to merit assessment	Coaching Program	✓	✓	✓	✓	\$ -
	Represent client until completion (MC)	Coaching Program	✓	✓	✓	✓	\$ -



**Attachment 3:****Long Term Training Needs**

L&D Course Name	Training Provider	Time-frame	Mode	Timeline				Budget
				2018	2019	2020	2021	
<b>Masters Environment/Forestry</b>		2 years	External		2			
<b>Masters Maritime</b>		2 years	External			1		
<b>Masters Land and Mining</b>		2 Years	External				1	
<b>Masters Business Administration</b>		2 Years	External		1		1	
<b>Masters Legal Drafting</b>		1 year	External	1				\$ 120,000
<b>Masters Law and Development</b>		1 year	External		1		1	
<b>Cert IV Leadership and Management</b>	APTC	1 year	External	7	3	2	2	\$ 112,000
<b>Cert IV Training and Assessment</b>	APTC	1 year	External	6	2	1	1	\$ 72,000
<b>Diploma of Justice Administration</b>	USP	1 year	External			20	20	