



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### *Job Description*

1. IDENTIFICATION	<b>SEQ. NO:</b>	<b>POS. NO</b> DJAGSG 07
<b>DEPARTMENT:</b> Dept. of Justice & AG	<b>DESIGNATION/CLASSIFICATION</b> PLO 6 POLICE	Gr. 18
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION</b>	
<b>DIVISION:</b> State Legal Services	<b>HIGHEST SUBORDINATE</b> PLO 5 General Torts	<b>POS. NO.</b> DJAGSG 17
<b>BRANCH:</b> Solicitor General	<b>IMMEDIATE SUPERVISOR</b> Dep. Sol. Gen. TORTS & RECOVERY	<b>POS. NO.</b> DJAGSG 02
<b>SECTION:</b> POLICE	<b>LOCATION</b> WAIGANI	

#### HISTORY OF POSITION

<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
OASTB:1/00	16 Nov 2000	No change
I&ER/PP:010/02	10 Jun 2002	Revised
HRM8.10SG:08	9 Oct 2008	Revised
	March 2013	Revised
HRM8.10SG:08/24	9 <sup>TH</sup> MARCH 2024	Revised

### 2. PURPOSE

- The State Legal Services Division (SLS) encompasses the Offices of the State Solicitor and Solicitor General. It provides comprehensive legal services for the State of Papua New Guinea. The State Solicitor's office offers legal advice and clearance, while the Solicitor General's office manages litigation involving the State. The Practice Management Branch supports these offices through administrative and professional development functions.
- The PLO 6 POLICE is responsible for leading and co-managing a team that provides effective legal advice and litigation services in matters involving the State.

### 3. DIMENSIONS

- **Financial Accountability:** (Specify financial responsibility if applicable)
- **Staff Supervision:** Supervises and manages staff within the section.
- **Resources:** Manages legal case files and databases.

### 4. PRINCIPLE ACCOUNTABILITIES

- Manage and oversee the activities and outputs of the team.

- Ensure the State receives sound litigation advice and representation in all courts and tribunals.
- Provide well-researched, coherent, and credible legal opinions and advice.
- Uphold the highest ethical and professional standards in the delivery of litigation services.

## 5. MAJOR DUTIES

- Supervise, monitor, and coordinate the outputs of staff within the section, ensuring quality standards and performance indicators are met.
- Ensure all legal advice provided to the State and its instrumentalities is sound, well-researched, and delivered in a timely manner.
- Ensure effective representation of the State before courts and tribunals.
- Utilize mediation and alternative dispute mechanisms where appropriate.
- Carry out all other legal responsibilities of the branch effectively and efficiently.
- Provide legal advice and assistance to State institutions and advocate for the State in all litigation matters.
- Maintain accurate records and files of all matters and ensure they are kept current.
- Manage relevant databases and case management systems.
- Liaise with relevant agencies and stakeholders as required.
- Monitor staff performance and facilitate ongoing mentoring and professional development.
- Perform additional duties as directed.

## 6. NATURE AND SCOPE

- **Internal Working Relationship:**
  - Report to the Solicitor General and Deputy Solicitors General.
  - Liaise with all officers within the SLS.
- **External Working Relationship:**
  - Consult with government agencies for instructions or assistance on legal issues.
  - Collaborate with private legal firms as necessary.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Adhere to departmental policies and legal procedures.
- **Decision:** Make decisions within established guidelines and legal frameworks.
- **Recommendations:** Provide recommendations for legal strategies and improvements.

## 8. CHALLENGES

- Managing complex legal cases and ensuring timely, effective legal representation while balancing competing priorities and maintaining high standards of legal practice.

## 9. QUALIFICATIONS, EXPERIENCES, AND SKILLS

- **Qualifications:**
  - Law Degree from UPNG or equivalent with a legal system similar to PNG.
  - Admission to practice as a lawyer in the National and Supreme Courts of Papua New Guinea with at least 6 years of relevant legal experience.
  - A Master of Law is advantageous.
- **Knowledge:**
  - Extensive knowledge of government legal procedures and practices.
  - In-depth understanding of laws, legislation, legal principles, and practices.
- **Skills:**
  - Ability to lead and manage a team of professionals.
  - High-level communication skills (oral and written).
  - Strong legal research skills and creativity.
  - Ability to adapt to varying work circumstances and demonstrate cooperation.
- **Experience:**
  - Broad professional experience in legal practice, particularly within the State's legal framework.