

**PUBLIC SERVICE OF PAPUA NEW GUINEA****JOB DESCRIPTION**

1. IDENTIFICATION	SEQ. NO:	POS. NO DJAGSG 106
DEPARTMENT: Dept. of Justice & AG	DESIGNATION/CLASSIFICATION SLO 4 Lae	Gr. 14
OFFICE/AGENCY:	LOCAL DESIGNATION	
DIVISION: State Legal Services	HIGHEST SUBORDINATE	POS. NO.
BRANCH: Solicitor General	IMMEDIATE SUPERVISOR PLO 6 Lae	POS. NO. DJAGSG 11
SECTION: Regional Operations	LOCATION Lae	

HISTORY OF POSITION

<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
	March 2013	Created
HRM8.10SG:08/24	9 MARCH, 2024	REVISED

2. PURPOSE

- The State Legal Services Division (SLS) includes the Offices of the State Solicitor and Solicitor General, providing comprehensive legal services for the State of Papua New Guinea. The Office of the State Solicitor provides legal advice and clearance, while the Office of the Solicitor General handles all litigation involving the State. Practice Management supports these offices and oversees administrative and professional development for SLS staff.
- The SLO 4 Lae is responsible for providing sound legal advice and litigation services in suits by and against the State, on behalf of government departments, agencies, and other instrumentalities. Legal officers in this branch act as advocates before all levels of courts, tribunals, and quasi-judicial bodies.

3. DIMENSIONS

- **Financial Accountability:** (Specify financial responsibility if applicable)
- **Staff Supervision:** (Specify if there are direct reports)
- **Resources:** Manages legal cases and documentation in the Lae region.

4. PRINCIPLE ACCOUNTABILITIES

- Provide sound litigation advice and representation before all courts and tribunals.

- Ensure the highest ethical and professional standards in the delivery of litigation services.

5. MAJOR DUTIES

- Ensure that all legal advice provided to the State and its instrumentalities is well-researched and delivered timely.
- Ensure effective representation of the State before courts and tribunals.
- Utilize mediation and other alternative dispute mechanisms where appropriate.
- Carry out all legal responsibilities of the branch effectively and efficiently.
- Provide legal advice and assistance to State institutions and represent the State in all litigation matters.
- Maintain accurate records and files of all matters, ensuring they are kept current.
- Manage relevant databases and case management systems to reflect progress.
- Liaise with relevant agencies and stakeholders as needed.
- Perform other duties as directed.

6. NATURE AND SCOPE

- **Internal Working Relationship:**
 - Report to the senior management of SLS.
 - Liaise with all officers within the SLS.
- **External Working Relationship:**
 - Consult with Government agencies for legal instructions or assistance.
 - Coordinate with private legal firms as necessary.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Adhere to departmental policies and legal procedures.
- **Decision:** Make decisions on legal strategies and case management.
- **Recommendations:** Provide recommendations on legal matters and case handling.

8. CHALLENGES

- Ensuring effective legal representation and advice amidst varying legal challenges and complexities.

9. QUALIFICATIONS, EXPERIENCES, AND SKILLS

- **Qualifications:**

- Possess a Law Degree from UPNG or any other university with a similar legal system.
- Admission to practice as a lawyer in the National and Supreme Courts of Papua New Guinea with at least 2 years of relevant legal experience.

- **Knowledge, Skills & Experience:**

- Good knowledge of government legal procedures and practices.
- Professional experience in legal practice, especially within the State's legal framework.
- Understanding of laws, legislation, legal principles, and general legal practices.
- High level of communication skills, both oral and written.
- Strong legal research skills and experience.
- High level of creativity and innovativeness.
- Ability to adapt to varying work circumstances and a strong sense of cooperation.