

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

1. IDENTIFICATION	SEQ. NO:	POS. NO DJAGSG.158
DEPARTMENT: DEPT. OF JUSTICE & AG	DESIGNATION/CLASSIFICATION SLO 4 (WEWAK)	GR. 14
OFFICE/AGENCY: OFFICE OF THE SOLICITOR GENERAL	LOCAL DESIGNATION	
DIVISION: STATE LEGAL SERVICES & LEGAL POLICY	HIGHEST SUBORDINATE	POS. NO.
BRANCH:	IMMEDIATE SUPERVISOR PLO 5 (WEWAK), GR.16	POS. NO. DJAGSG.30
SECTION: REGIONAL OPERATIONS	LOCATION WEWAK, EAST SEPIK PROVINCE	

HISTORY OF POSITION

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

2. PURPOSE

- The Solicitor General's Office provides comprehensive legal services for the State of Papua New Guinea, focusing on litigation matters involving the State. The Practice Management team supports the Office, handling administrative tasks and professional development for staff. Regional Offices, including Wewak, deliver legal advice and litigation services on behalf of various government departments, agencies, and other State instrumentalities, representing the State in courts, tribunals, and quasi-judicial bodies.

3. DIMENSIONS

- **Financial Accountability:**
- **Staff Supervision**

Resources: Manages legal cases and documentation in the Wewak region.

4. PRINCIPLE ACCOUNTABILITIES

- Provide sound litigation advice and representation before all courts and tribunals.
- Uphold the highest ethical and professional standards in the delivery of litigation services to the State.

5. MAJOR DUTIES

- Ensure that all legal advice provided to the State and its instrumentalities is well-researched, sound, and delivered in a timely manner.
- 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 the Office of the Solicitor General.
 - Liaise with all officers within the Office of the Solicitor General.
- **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.