



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

1. IDENTIFICATION	SEQ. NO:	POS. NO DJAGSG 34
DEPARTMENT: Dept. of Justice & AG	DESIGNATION/CLASSIFICATION SLO 4 Mt Hagen	Gr. 14
OFFICE/AGENCY: Office of the Solicitor General	LOCAL DESIGNATION	
DIVISION: State Legal Services	HIGHEST SUBORDINATE	POS. NO.
BRANCH: Solicitor General	IMMEDIATE SUPERVISOR PLO 5 Mt Hagen	POS. NO. DJAGSG 153
SECTION: Regional Operations	LOCATION Mt. Hagen	

HISTORY OF POSITION

<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
HRM8.10SG:08	9 Oct 2008	Created
	March 2013	Revised
HRM8.10SG:08/24	9 MARCH, 2024	REVISED

2. PURPOSE

- The State Legal Services Division (SLS) comprises the Offices of the State Solicitor and Solicitor General, providing comprehensive legal services for and on behalf of the State of Papua New Guinea. The Office of the State Solicitor offers legal advice and clearance, while the Office of the Solicitor General handles all litigation involving the State. The Practice Management Branch supports these offices through administrative and professional development.
- The SLO 4 Mt. Hagen is responsible for providing sound legal advice and litigation services in matters involving the State, representing government departments, agencies, and other instrumentalities in various judicial and quasi-judicial forums.

3. DIMENSIONS

- **Financial Accountability:**
- **Staff Supervision:**
- **Resources:** Manages legal case files and databases.

4. PRINCIPLE ACCOUNTABILITIES

- Ensure the State receives sound litigation advice and effective representation before all courts and tribunals.
- Maintain the highest ethical and professional standards in the delivery of litigation services.

5. MAJOR DUTIES

- Provide well-researched, sound legal advice and assistance to the State and its instrumentalities, ensuring timely delivery.
- Represent the State effectively before courts, tribunals, and other quasi-judicial bodies.
- Utilize mediation and alternative dispute mechanisms where appropriate.
- Carry out all other legal responsibilities of the branch efficiently and effectively.
- Maintain accurate records and files of all matters, ensuring they are kept current.
- Manage relevant databases and case management systems to reflect progress on matters.
- Liaise with relevant agencies and stakeholders as required.
- Perform additional duties as directed.

6. NATURE AND SCOPE

- **Internal Working Relationship:**
 - Report to senior management of SLS.
 - 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 process improvements.

8. CHALLENGES

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

9. **QUALIFICATIONS, EXPERIENCES, AND SKILLS**

- **Qualifications:**
 - Law Degree from UPNG or an equivalent institution 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 2 years of relevant legal experience.
- **Knowledge:**
 - Good understanding of government legal procedures and practices.
 - Knowledge of laws, legislation, and legal principles.
- **Skills:**
 - High-level communication skills (oral and written).
 - Strong legal research skills.
 - Creativity and innovativeness in legal practice.
 - Ability to adapt to varying work circumstances and demonstrate cooperation.
- **Experience:**
 - Professional experience in legal practice, particularly within the State's legal framework.