



PAPUA NEW GUINEA PUBLIC SERVICE

1. IDENTIFICATION

AGENCY: Department of Justice & Attorney General	SEQ. NO: DJAGSG.159	POSITION NO.: DJAGSG.159
DESIGNATION/CLASSIFICATION: Senior Legal Officer (Kimbe) / Grade 14	OFFICE/AGENCY: Office of the Solicitor General	LOCAL DESIGNATION: Senior Legal Officer
DIVISION: State Legal Services & Legal Policy	BRANCH: Solicitor General	IMMEDIATE SUPERVISOR: Principal Legal Officer 5 (Kimbe) / Grade 16
SUPERVISOR POSITION NO.: DJAGSG.26	SECTION: Regional Operations	LOCATION: Kimbe

HISTORY OF POSITION

FILE REF.: DJAGSG.159	DATE OF VARIATION:	<ul style="list-style-type: none">[To be completed based on specific changes made to the position]
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3. PURPOSE OF THE JOB

The Senior Legal Officer (Kimbe) provides a full range of legal services for and on behalf of the State of Papua New Guinea. The core function of the Office is to handle all litigation matters involving the State. This role involves offering sound legal advice, representing the State in litigation, and ensuring the effective management and administration of legal processes within the Kimbe office.

4. DIMENSIONS

- **Supervision:** Directly supervises junior legal officers and administrative staff as required.
- **Financial Responsibility:** Responsible for ensuring cost-effective use of resources in handling legal matters.
- **Legal Representation:** Represents the State in all relevant legal proceedings and provides advice on complex legal issues.

5. PRINCIPAL ACCOUNTABILITIES

- Ensure that the State receives sound litigation advice and effective representation before all courts and tribunals.
- Uphold the highest ethical and professional standards in delivering legal services to the State.

6. MAJOR DUTIES

- Provide well-researched and timely legal advice to the State and its instrumentalities.
- Represent the State effectively in courts and tribunals, ensuring the best possible outcomes.
- Utilize mediation and other alternative dispute resolution mechanisms where appropriate.
- Manage all legal responsibilities of the Office, ensuring efficient and effective delivery of services.
- Keep accurate and up-to-date records and files of all legal matters.
- Maintain relevant databases and case management systems to track progress and manage information.
- Liaise with relevant government agencies and stakeholders as required.
- Perform additional duties as directed by the immediate supervisor, consistent with the role's responsibilities.

7. NATURE AND SCOPE

7.1 WORKING RELATIONSHIP

(a) Internal:

- Collaborates with senior management and all officers within the Office of the Solicitor General.
- Provides leadership and guidance to junior legal officers and administrative staff.

(b) External:

- Consults with government agencies for instructions or assistance on legal matters.
- Engages with private legal firms when necessary to support or enhance legal representation.

7.2 WORK ENVIRONMENT

- The role requires handling complex legal matters and representing the State in high-stakes litigation.
- Must maintain professional integrity and adhere to ethical standards while managing caseloads and office responsibilities.

8. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Adherence to PNG legal procedures, court rules, and departmental policies.
- **Decision-Making Authority:** Authority to make decisions on legal strategies and representation.
- **Recommendations:** Provide recommendations for legal policies and procedural improvements within the office.

9. CHALLENGES

- Balancing the demands of multiple complex cases while maintaining high standards of legal practice.
- Adapting to changes in legal procedures and managing diverse legal issues effectively.

10. QUALIFICATIONS, EXPERIENCE AND SKILLS

(a) Qualifications:

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

(b) Knowledge:

- In-depth knowledge of government legal procedures and practices.
- Comprehensive understanding of laws, legislation, and legal principles relevant to State legal practice.

(c) Skills:

- High level of oral and written communication skills.
- Strong legal research and analytical skills.
- Creativity and innovation in legal problem-solving.
- Ability to adapt to varying work circumstances and work effectively with others.

(d) Experience:

- Proven professional experience in legal practice, especially in handling State legal matters.