



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Department of Justice & Attorney General	SYS. POSN. NO: DJAGSG 95	REF. NO: DJAGSG 95
OFFICE: Solicitor General's Office	DESIGNATION/CLASSIFICATION: Senior Legal Officer - Employment & Negligence / Grade 14	DIVISION: State Legal Services
LOCAL DESIGNATION: Senior Legal Officer	BRANCH: Solicitor General	REPORTING TO: Principal Legal Officer 6, Team 1 / Grade 15
SYS. POS. NO: DJAGSG 05 & 06	LOCATION: Waigani	

HISTORY OF POSITION

FILE REF.:	DATE OF VARIATION:	DETAILS:
OASTB:1/00	March 2013: Created	REVISED

2. PURPOSE

The Senior Legal Officer - Employment & Negligence is responsible for providing expert legal advice and representation to the State in matters related to employment law and negligence claims. This role ensures that the State's legal interests are safeguarded in all employment-related litigation and negligence cases, maintaining high professional standards and ethical practices in legal service delivery.

3. DIMENSIONS

- **Supervision:** Direct oversight of junior legal officers and support staff within employment & negligence team.
- **Legal Accountability:** Representation and advocacy for the State in employment and negligence-related legal matters.
- **Stakeholder Engagement:** Regular interaction with government agencies, private legal firms, and other relevant stakeholders.

4. PRINCIPAL ACCOUNTABILITIES

- Ensure the State receives sound legal advice and representation before all courts and tribunals in employment and negligence-related cases.
- Maintain the highest ethical and professional standards in delivering litigation services in employment law and negligence cases.
- Provide timely, well-researched legal advice to the State and its instrumentalities on employment law and negligence matters.
- Effectively utilize mediation and alternative dispute resolution mechanisms when appropriate, particularly in employment and negligence-related cases.
- Maintain accurate records, databases, and case management systems for all employment and negligence-related legal matters.

5. MAJOR DUTIES

- Deliver sound legal advice and ensure effective representation of the State in employment and negligence-related cases before courts, tribunals, and quasi-judicial bodies.
- Ensure that all legal responsibilities of the branch regarding employment and negligence matters are carried out efficiently and effectively.
- Maintain and update records and files of all employment and negligence-related matters dealt with, ensuring they are current.
- Liaise with relevant government agencies, stakeholders, and private legal firms as needed.
- Represent the State in mediation and other alternative dispute resolution mechanisms in appropriate employment and negligence-related cases.
- Perform other duties as directed by the Principal Legal Officer and senior management, consistent with the above responsibilities.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal:

- Reports directly to the Principal Legal Officer 6, Employment & negligence.
- Regularly liaises with senior management and other legal officers within the State Legal Services Division.

(b) External:

- Engages with government agencies for instructions and legal issue resolution in employment and negligence matters.

- Coordinates with private legal firms where necessary to provide assistance on employment and negligence-related legal matters.

6.2 WORK ENVIRONMENT

- The position operates within a legal framework that requires a high level of expertise in employment law, negligence, legal research, and representation.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:** Operates within the guidelines of relevant legislation, legal principles, and State legal procedures.
- **Decision-Making Authority:** Authorized to make decisions on legal advice and representation strategies for the State, particularly in employment and negligence-related cases.
- **Recommendations:** Expected to provide recommendations on improving litigation and legal service delivery in employment and negligence matters.

8. CHALLENGES

- The greatest challenge is ensuring the successful delivery of legal services in employment and negligence-related cases while upholding the highest ethical standards and effectively representing the State's interests.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications:

- Possess a Law Degree from the University of Papua New Guinea or any other university 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 experience as a lawyer in a relevant field.

(b) Knowledge:

- Good knowledge of government legal procedures and practices, particularly in employment and negligence-related matters.
- Professional experience in legal practice, especially in cases involving employment law or negligence claims.
- Understanding of laws, legislation, legal principles, and legal practices, with a focus on employment and negligence-related cases.

(c) Skills:

- High level of oral and written communication skills.
- Strong legal research skills and experience.
- High level of creativity, innovation, and adaptability.

- Ability to work effectively in varying circumstances and demonstrate a cooperative spirit.

(d) Work Experience:

- Experience in legal practice with a focus on government or public sector litigation, especially in employment law or negligence-related matters.
- Familiarity with the legal system and court procedures in Papua New Guinea.