



PAPUA NEW GUINEA PUBLIC SERVICE

1. IDENTIFICATION

DEPARTMENT: Justice & Attorney General	SEQ. NO: DJAGPC.28	POS. NO: DJAGPC.28
OFFICE/AGENCY: Office of the Public Curator and Official Trustee	DESIGNATION/CLASSIFICATION: Principal Legal Officer, Grade 16	LOCAL DESIGNATION: Principal Legal Officer, CL. 5
DIVISION: LEGAL	HIGHEST SUBORDINATE: None	IMMEDIATE SUPERVISOR: Deputy Official Trustee (Operations), Grade 17
POS. NO: DJAGPC.16	SECTION: Legal	LOCATION: Waigani

HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/PT: 11/08	26 November 2008	Created
HRM 8.1.20/PT: 31/13	31st March 2013	No Change
HRM 8.1.20/PT: 19/24	19TH AUGUST 2024	REVISED

2. PURPOSE

The Office of the Public Curator and Official Trustee is a statutory office of the State. The Public Trustee is responsible for the administration of deceased estates, minors' property, and the property of persons adjudged insolvent or certified to be insane.

The role of the Principal Legal Officer is to manage and oversee all legal matters under the Public Trustee's administration, ensuring that legal processes are handled efficiently and in accordance with the law.

3. DIMENSIONS

- **Staff Supervision:** The Principal Legal Officer is responsible for delegating legal matters to junior legal officers.
- **Financial Responsibility:** Recommends appropriate legal actions related to the management of estates and properties.
- **Assets:** Manages legal files and ensures compliance with legal procedures.

4. PRINCIPAL ACCOUNTABILITIES

- Ensure that all legal cases under the Public Trustee's administration are properly managed.
- Provide legal advice to the Public Trustee and Deputy Public Trustee.
- Effectively delegate legal matters to junior legal officers and ensure their proper handling.
- Attend court cases or delegate attendance to junior legal officers as appropriate.

5. MAJOR DUTIES

- Interview beneficiaries to ensure all estate information is accurate.
- Open files and register legal cases related to the Public Trustee's functions.
- Draft correspondence on legal matters for approval.
- Utilize legal provisions to draft disclosure notices and agency appointments for approval.
- Make submissions and recommendations for legal clearance and implementation.
- Draft legal documents and represent the Public Trustee in court cases.

6. NATURE AND SCOPE

6.1 REPORTING AND WORK RELATIONSHIPS – INTERNAL

- Reports to the Deputy Official Trustee (Operations).
- Liaises with the Public Trustee.
- Coordinates with the Solicitor General on complex legal matters.

6.2 WORK RELATIONSHIPS – EXTERNAL

- Liaises with all Regional Public Trustees on legal matters.
- Collaborates with the Lands Department.
- Engages with Real Estate Agents and Private Valuers.
- Coordinates with law firms and law officers of various institutions and entities.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

The Principal Legal Officer must operate within the constraints of public sector legislation, departmental procedures, and statutory obligations. Decisions regarding legal cases must comply with relevant laws and be endorsed by the Deputy Official Trustee or higher authorities.

8. CHALLENGES

The key challenge in this role is managing a wide range of legal cases efficiently, ensuring that the administration of estates and properties is conducted legally and fairly while meeting the needs of beneficiaries.

9. QUALIFICATIONS, EXPERIENCES, AND SKILLS

a) Qualifications:

- A Law degree with a minimum of five (5) years of experience in court processes and litigation.

b) Knowledge:

- In-depth understanding of the fundamental legislation that the Public Trustee of PNG administers.
- Strong knowledge of legal principles and practices related to estate management.

c) Skills:

- High standard of oral and written communication skills.
- Competency in drafting legal documents and managing court cases.
- Strong organizational and delegation skills.
- Ability to provide clear and concise legal advice.

d) Experience:

- At least five (5) years of experience in legal practice, with a focus on estate management and related legal matters.