



**Public Service of Papua New Guinea**  
**Job Description**

	<b>SEQ. NO:</b>	<b>POS. NO</b> DJAGSG.135
<b>DEPARTMENT:</b> DEPT. OF JUSTICE & AG	<b>DESIGNATION/CLASSIFICATION</b> PLO 5 (COST RECOVERY)	GR. 16
<b>OFFICE/AGENCY:</b> OFFICE OF THE SOLICITOR GENERAL	<b>LOCAL DESIGNATION</b>	
<b>DIVISION:</b> STATE LEGAL SERVICES & LEGAL POLICY	<b>HIGHEST SUBORDINATE</b>	<b>POS. NO.</b>
<b>BRANCH:</b>	<b>IMMEDIATE SUPERVISOR</b> PLO 6 COST RECOVERY)	<b>POS. NO.</b> DJAGSG.14
<b>SECTION:</b> COST RECOVERY	<b>LOCATION</b> WAIGANI	

**HISTORY OF POSITION**

<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>

**PURPOSE OF THE JOB**

The Solicitor General's Office 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. Practice Management provides support to the Office and is responsible for all administrative and professional development of staff.

Teams and Regional Offices in the Office of Solicitor-General provide sound legal advice and litigation services in suits by and against the State. This responsibility is conducted on behalf of all government departments, agencies and other instrumentalities of the State, and legal officers in this branch appear as advocates before all levels of courts, tribunals and quasi-judicial bodies.

**ACCOUNTABILITIES**

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

**MAJOR DUTIES**

- Ensure that all legal advice provided by the office to the State and its instrumentalities is sound and well researched and is delivered in a timely manner.
- Ensure that the State and its instrumentalities receive effective representation before the courts and tribunals.

- Ensure that mediation and other alternative dispute mechanisms are utilized in appropriate cases.
- Ensure that all other legal responsibilities of the branch are carried out effectively and efficiently
- Provide legal advice and assistance to the State institutions and appear as an advocate for the State in all litigation matters coming before all courts, tribunals and other quasi-judicial bodies.
- Keep accurate records and files of all matters dealt with and ensure that these are kept current.
- Maintain relevant databases to reflect progress on matters and make appropriate entries in relevant case management systems.
- Liaise with relevant agencies and other stakeholders as required.
- Perform other duties as directed, consistent with the above.

#### **WORK RELATIONSHIP – INTERNAL**

- Senior management of OSG
- Liaise with all officers of the OSG

#### **WORK RELATIONSHIP – EXTERNAL**

- Liaise and consult with Government agencies to seek instructions or assistance on legal issues.
- Liaise with private legal firms where necessary to assist on legal issues.
- Appear in and liaise with Courts and Court Registries.

#### **PERSON AND POSITION SPECIFICATIONS**

##### **Qualifications**

- Possess a Law Degree from UPNG or any other Universities 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 4 years experience as a lawyer in a relevant field.
- Possessing a Masters of Law is an advantage.

##### **Knowledge, skills & experience**

- Extensive knowledge of government legal procedures and practices.
- Broad professional experience in legal practice and in particular the State's legal practice.
- In depth knowledge of laws, legislation, legal principles, and legal practices in general.
- High level of communication skills – oral and written
- Strong legal research skills and experience
- High level of creativity and innovativeness
- Ability to adapt to varying work circumstances and have sense of co-operation