



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEC NO.	POS.NO. DJAGSG 67
DEPARTMENT: Department of Justice & AG	DESIGNATION/CLASSIFICATION CMS & Data Entry Manager Gr. 16	
OFFICE/AGENCY:	LOCAL DESIGNATION	POS NO.
DIVISION: State Legal Services	HIGHEST SUBORDINATE CMS Administrator	POS NO. 82
BRANCH: Solicitor General	IMMEDIATE SUPERVISOR Practice Manager	POS NO. DJAGSG 70
SECTION: Practice Management	LOCATION WAIGANI	

HISTORY OF POSITION

<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
OASTB:1/00	16 Nov 2000	No change
I&ER/PP:010/02	10 Jun 2002	Revised
HRM8.10SG:08	9 Oct 2008	Revised
	22 Feb 2010	Revised
	March 2013	Revised

PURPOSE OF THE JOB

The State Legal Services Division (SLS) is the entity which includes the Offices of the State Solicitor and Solicitor General. It provides the full range of legal services for and on behalf of the State of Papua New Guinea. The Office of the State Solicitor provides legal advice and clearance while the Office of the Solicitor General office handles all litigation involving the State. The Practice Management Branch provides support to the two offices and is responsible for all administrative and professional development of staff in the SLS.

The position of Case Management Systems Officer is responsible for maintaining the Office of the Solicitor General's case management system and ensuring that it is kept current and capable of producing accurate and current reports for Solicitor General and DJAG management.

ACCOUNTABILITIES

- Ensure that the Solicitor General's Office is provided with accurate and timely administrative support in the opening, tracking, closing and securing of legal files and data entry into case management systems.
- Ensure that data bases and case management systems are kept current and that all operational reports are accurately and reliably produced in a timely manner.
- Maintained all computer-based files are professionally managed and saved on the office share-drive so that other staff members have access to the documents.
- Ensure compliance with appropriate financial management procedures in relations to the financial aspects of the office, including payment of counsel fees, payment of settlements and judgments, and costs recoveries.

MAJOR DUTIES

- Manage and co-ordinate the file tracking systems in the SLS and ensure that files are opened, registered, secured, closed, and secured, and that the status of legal files is recorded in the case management system.
- Ensure that all relevant data is recorded in the case management systems, and produce accurate and timely reports to management on the progress and throughput of legal matters.
- Ensure data in the system is appropriately entered.
- Ensure all global data in the system is kept up-to-date.
- Provide training in use of the Case Management System
- Managing technical issues relating to the CMS and ensure that its capacity to support the work of the SLS is continually enhanced.
- Perform general administrative responsibilities required within the office as required.
- Take responsibility for completing all delegated tasks to ensure progress is made, deadlines are met, and projects are kept to their schedule.
- Other duties as required.

WORK RELATIONSHIP – INTERNAL

- All management and staff in the organisation

WORK RELATIONSHIP – EXTERNAL

- Liaise with other agencies, stakeholder organizations, clients, and the public as required

PERSON AND POSITION SPECIFICATIONS**Qualifications**

- A relevant tertiary qualification, preferably in the area of information management and general administration

Skills and Experience

- Strong computer skills with a high level of competence in MS Word and, preferably, MS Excel and PowerPoint.
- Experience in the operations of a legal professional office
- Experience in CMS and financial management systems.
- Be familiar with the requirements of Government financial accountability systems.
- Good knowledge of office procedures, with the ability to handle high work volumes, manage conflicting workloads, and set priorities.
- Strong communication skills – written and oral – with the confidence and manner to liaise with management, staff and the public in a polite, professional and helpful manner.
- Proven initiative and sound judgment to take personal responsibility for the completion of tasks and the ability to proactively implement solutions where necessary.