



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	POS. NO. DJAGPC.48
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION SENIOR LEGAL OFFICER C. 4 GR. 14	
OFFICE/AGENCY: OFFICE OF THE PUBLIC CURATOR AND OFFICIAL TRUSTEE	LOCAL DESIGNATION SENIOR LEGAL OFFICER	
DIVISION: CORPORATE AFFAIRS & GENERAL ADMINISTRATION	HIGHEST SUBORDINATE	POS. NO.
BRANCH:	IMMEDIATE SUPERVISOR PRINCIPLE LEGAL OFFICER CL.5 GR. 16	POS. NO. DJAGPC.28
SECTION:	LOCATION BOROKO, NCD	

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20/PC: 31/13	31 ST MARCH 2013	CREATE

PURPOSE OF THE JOB

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

The role of the Senior Legal Officer (Public Curators Office) is to assist the Principle Legal Officer as directed in all legal matters of the Office of the Public Curator & Official Trustee and provide legal advice to the Senior Management of the Public Curators office and all staff and clients of the Office of Public Curator and its administration.

ACCOUNTABILITIES

- Ensure that all cases are under proper management
- Ensure legal advice to the Public Curator and his Deputy
- Ensure effective delegation of matters to junior legal officer

- Attend to all court cases or delegate attendance to junior legal officer

MAJOR DUTIES

- Interview beneficiaries and ascertain estate information is correct
- Open files and register legal cases
- Draft correspondences on established matters on files for approval
- Utilize provisions of law to draft disclosure notices and agency appointments for approval
- Make submissions and recommendations for clearance and implementation
- Draft legal documents and attend to court cases.

REPORTING AND WORK RELATIONSHIP - INTERNAL

- Report to the Principle Legal Officer
- Report to the Public Curator & Official Trustee
- Report to the Deputy Public Curators.

WORK RELATIONSHIP - EXTERNAL

- Liaise with all Regional Public Curator's on all of legal matters as directed by the Principle Legal Officer
- Liaise with Lands Department
- Liaise with Real Estates Agents
- Liaise with Private Valuers
- Liaise with law firms
- Liaise with law officers of all institutions and entities.

PERSON AND POSITION SPECIFICATIONS

Qualifications

- Law Degree and Current Practicing Certificate.

Knowledge

- Sound knowledge and experience in the usage of Microsoft office Package and other word processing software/programs.
- Good knowledge of government legal procedures and practices.
- Knowledge of laws, legislation, legal principles, and legal practices in general.
-

Skills

- 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

Experience

- Professional experience in legal practice and in particular the State's legal practice.
- At least five (3) year's experience in Court Room Advocacy.