



## PUBLIC SERVICE OF PAPUA NEW GUINEA

### JOB DESCRIPTION

	<b>SEQ. NO:</b>	<b>POS. NO.</b> DJAGOA. 07
<b>DEPARTMENT:</b> JUSTICE & ATTORNEY GENERAL	<b>DESIGNATION/CLASSIFICATION:</b> SENIOR LEGAL OFFICER (SLO 4) GR 14	
<b>OFFICE/AGENCY:</b> OFFICE OF THE OCEAN AFFAIRS	<b>LOCAL DESIGNATION:</b> SENIOR LEGAL OFFICER (SLO 4) GR 14	
<b>DIVISION:</b> LEGAL POLICY & STATE LEGAL SERVICES	<b>HIGHEST SUBORDINATE:</b> SENIOR LEGAL OFFICER (SLO 3) LEGAL OFFICER (LO 3)	<b>POS. NO.</b> DJAGOA.08 DJAGOA.09
<b>BRANCH:</b>	<b>IMMEDIATE SUPERVISOR:</b> PRINCIPAL LEGAL OFFICER	<b>POS. NO.</b> DJAGOA. 02
<b>SECTION:</b>	<b>LOCATION</b> WAIGANI	

### HISTORY OF POSITION

FILE NO.	DATE OF VARIATION	DETAILS
HRM 8.1.20	21 <sup>ST</sup> MARCH 2016	CREATED

#### 1. PURPOSE

The primary objective of this Office is to facilitate the coordination of ocean governance work of all government agencies namely those which have responsibilities under their constituent legislation to exercise certain powers and responsibilities in the oceans.

The focus of this office will assist Department of Foreign Affairs and key agencies in the provision of legal advice to enforce the powers, functions and responsibilities spelt out in the Maritime Zones Act 2015 and the National Oceans Policy and Vision 2050 of the Government.

A **chart flow** exists to show the multidiscipline responsibilities of the ocean governance work that underpins this coordination.

## **2. DIMENSIONS**

At this level, the Senior Legal Officer (SLO 4) shall possess both legal knowledge and administrative skills to assist with the administration of the Office with a specific focus on the provision of legal advice pertaining to ocean governance and related ocean policies.

The job will play a key role in coordination of legal marine work and create linkages with other Government Departments and Authorities due to the multidiscipline nature of the work.

A program of work will be developed by the Office to guide the implementation of ocean governance drawn from the National Oceans Policy consistent with the Maritime Zones Act.

The Senior Legal Officer (SLO 4) will play a key role in the initial establishment of duties and responsibilities of this Office hence must possess the knowledge and skills to able to deliver this outcome and a person with the ability to work beyond office hours to achieve this.

## **3. PRINCIPLE ACCOUNTABILITIES**

The job entails a commitment to deliver on time a work program to implement international law obligations based on a National Ocean Policy, Vision 2050 and related policies of the Government, in close consultation with Deputy State Solicitor (IL), State Solicitor and other relevant international and regional networks in ocean governance; civil societies and groups of interest at the community, provincial and national levels.

## **4. MAJOR DUTIES**

1. The primary duties and responsibilities of the SLO 4 will involve providing legal opinions and briefs to client Departments in accordance with the Maritime Zones Act and related legislations.
2. Represent the Director in attendance of meetings, conferences, and other duties as required at that level, relating to oceans and marine affairs in close consultation with other Government agencies.
3. Work closely with the State Solicitors Office to facilitate deliverance of legal advice and opinions to the Core Team, National Oceans Committee and the Ministerial Oceans Committee as and when is required.
4. Work with the State Solicitors Office to provide major legal opinions in broad areas of international law, International Law of the Sea; Shipping law and international environment laws applicable to ocean governance consistent with internationally accepted practices.
5. Take initiative in major policy decisions consistent with legal requirements which affect oceans;
6. Able to work beyond office hours in negotiations at regional and international forums.
7. Maintain communication with Deputy State Solicitor and State Solicitor to coordinate the program of work in direct consultation with Government agencies; provincial agencies and civil society networks.

8. Able work in a multidiscipline work environment, provide leadership and mentoring to other staff and lawyers in the Office.
9. Represent the Director in whatever capacity as directed in relation to ocean governance matters.

## **5. NATURE AND SCOPE**

### **5.1 WORKING RELATIONSHIP**

#### **a) Internal**

- Report to Principal Legal Officer or Director Ocean Affairs
- Work in team with Science Technical Officers

#### **b) External**

- Department of Foreign Affairs
- Conservation Environment Protection Authority
- National Fisheries Authority
- PNG Ports Corporation
- National Maritime Safety Authority
- Office of Climate Change
- Department of Mineral Policy & Geo-hazards
- Department of Petroleum
- Department of Transport, etc.

### **5.2 WORK ENVIRONMENT**

The primary duties and responsibilities of the Senior Legal Officer will involve providing legal opinions and briefs to client Departments in accordance with the Maritime Zones Act and related legislations.

## **6. CONSTRAINTS FRAMEWORK AND BOUNDARIES**

(Principle strategies, policies, precedents, rules, instructions within which the job operates. Authority the job holder has to make/take decisions).

- Rules/procedures
- Decision
- Recommendations
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## **7. CHALLENGES**

(That part of the job which, in the job holder's view, presents the greatest challenge to a fully competent job holder. This statement should also indicate why it is a challenge).

## **8. QUALIFICATIONS, EXPERIENCES AND SKILLS**

### **a) Qualifications**

- Possess a Law Degree from UPNG or any other Universities with a Legal system similar to PNG.
- Degree in Management from any recognized Institution.
- Attained certificates, courses or training in the field of Security and OHS.

### **b) Knowledge**

- Knowledge of laws, legislation, legal principles, and legal practices in general.
- Good knowledge in security procedures and protocols
- Good knowledge in OHS.

### **c) Skills**

- Good interpersonal and communication skills
- Self Defence skills
- Good negotiation skills

### **d) Attributes**

- Ability to lead and delegate a team
- Able communicate with people from different level of backgrounds
- Can understand and react appropriately to verbal communications
- Ability to work after hours
- No criminal records
- Must be physically fit.

### **e) Experience**

- At least 3-4 years of experience in a similar related field.