Form

PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: *Department of Justice & Attorney General*	**SYS. POSN. NO:** *0000253135*	**REF. NO:** *DJAGSG 153*
OFFICE: *Office of the Solicitor General*	**DESIGNATION/CLASSIFICATION:** *PLO 5 Mt. Hagen / Gr.16*	
DIVISION: *State Legal Service & Legal Policy*	**LOCAL DESIGNATION:** *PLO 5 Mt. Hagen*	
BRANCH: *Office of the Solicitor General (Mt. Hagen Office)*	**REPORTING TO:** *PLO 6 Mt. Hagen*	
REPORTING TO: POS. NO: *0000250287*	**REPORTING TO: POS. REF. NO:** *DJAGSG 12*	
SECTION: *Regional Operations (Highlands)*	**LOCATION:** *Mt. Hagen, WHP*	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
DJAG-HRM-0-8-27	*17th April 2025*	*Review/Revised*

2. PURPOSE

To represent and defend the State in civil litigation matters in the Highlands Region at the National and Supreme Court levels. The position ensures effective legal representation of the State by managing litigation files, appearing in court, providing legal opinions, and upholding the rule of law through professional conduct and service delivery in accordance with the mandates of the Office of the Solicitor General.

3. DIMENSIONS

- **Staff supervised:** Junior Legal Officers and support staff (if delegated by PLO 6)
- **Litigation files handled:** Approximately 40–70 active files at any time
- **Budget responsibility:** Nil (operational funds managed at branch level)
- **Assets used:** Legal databases, court documents, legal reference resources, ICT equipment
- **Clients:** State departments, agencies, provincial governments, and courts

4. PRINCIPAL ACCOUNTABILITIES

- Provide legal representation of the State in civil matters in National and Supreme Courts.
- Ensure timely and professional preparation of court documents and filings.
- Maintain proper records of legal files and correspondence.
- Provide legal opinions and advice to government departments and agencies as required.
- Contribute to efficient litigation management by ensuring compliance with set timelines.
- Promote and uphold high standards of professional legal ethics and conduct.
- Support the PLO 6 in case reviews and coordination of branch operations.

5. MAJOR DUTIES

- Represent the State in civil litigation cases before the courts in the Highlands Region.
- Draft and file affidavits, submissions, statements of defence, and other pleadings.
- Conduct legal research and prepare case briefs.
- Attend to client consultations and obtain instructions from relevant State agencies.
- Update and manage legal files using case management systems.
- Prepare legal opinions or internal legal memos on matters of State interest.
- Collaborate with the Solicitor General HQ on complex or strategic litigation.
- Assist in mentoring junior officers or interns when delegated by PLO 6.
- Ensure regular reporting of case status to the PLO 6 and headquarters.

6. NATURE AND SCOPE

This position is located in the Highlands Regional Office of the Solicitor General in Mt. Hagen. It is one of the senior legal roles within the regional team, reporting to the PLO 6 Mt. Hagen. The role supports the government’s legal defence function by handling litigation and advisory matters specific to the Highlands Region. The officer may also coordinate with the HQ in Port Moresby and with other regional offices on matters of legal significance.

6.1 WORKING RELATIONSHIPS

(a) Internal:

- Solicitor General
- PLO 6 and other PLOs

- Legal Secretaries and Registry Staff
- State Solicitor and Public Prosecutor Offices (as necessary)
- Other DJAG personnel

(b) External:

- National and Supreme Court judges and registry staff
- Private legal practitioners (opposing counsel)
- Government departments and agencies (clients)
- Provincial administrators and their legal units
- Law enforcement bodies

6.2 WORK ENVIRONMENT

The role is legal and professional in nature, conducted in a regional legal office environment. The officer operates under statutory powers vested in the Office of the Solicitor General and must observe legal ethics and State litigation protocols. Frequent travel within the Highlands region may be required to attend court or consult with clients.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

- **Rules/Procedures:**
  Constitution, Claims by and Against the State Act, DJAG Legal Policy Guidelines, Office of the Solicitor General Protocols
- **Decisions:**
  Makes independent decisions on litigation strategy and court submissions in assigned matters
- **Recommendations:**
  Provides legal advice to State clients and recommends settlement strategies or legal positions

8. CHALLENGES

The greatest challenge lies in balancing a high caseload with limited resources while ensuring all matters are handled diligently and professionally. Working in a regional setting often involves logistical delays, limited access to resources, and pressure to meet strict court deadlines.

9. QUALIFICATIONS, EXPERIENCE AND SKILLS

(a) Qualifications:

- Bachelor of Laws (LLB) from a recognized university
- Admitted to the Papua New Guinea Bar and holds a valid practising certificate

(b) Knowledge:

- Sound understanding of PNG laws, court rules, and civil litigation procedures
- Knowledge of the Claims by and Against the State Act
- Familiarity with public service procedures and government legal policies

(c) Skills:

- Excellent advocacy and courtroom skills
- Strong legal drafting and research skills
- Sound judgment and ability to provide independent legal advice
- Good case management and record-keeping
- Effective communication and client engagement skills

(d) Work Experience:

- Minimum 5 years of post-admission legal practice, preferably with experience in civil litigation and public law
- Demonstrated ability to manage complex cases independently