



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

	SEQ. NO:	POS. NO DJAGSG 23
DEPARTMENT: Dept. of Justice & AG	DESIGNATION/CLASSIFICATION SLO 4 Team 2	Gr. 14
OFFICE/AGENCY:	LOCAL DESIGNATION	
DIVISION: State Legal Services	HIGHEST SUBORDINATE	POS. NO.
BRANCH: Solicitor General	IMMEDIATE SUPERVISOR PLO 6 Team 2	POS. NO. DJAGSG 07 & 08
SECTION: Team 2	LOCATION WAIGANI	

HISTORY OF POSITION

<i>File no.</i>	<i>Date of variation</i>	<i>Details</i>
HRM8.10SG:08	9 Oct 2008	Created
	March 2012	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. Practice Management provides support to the two offices and is responsible for all administrative and professional development of staff in the SLS.

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 branch 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 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 SLS
- Liaise with all officers of the SLS

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.

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 2 years experience as a lawyer in a relevant field.

Knowledge, skills & experience

- Good knowledge of government legal procedures and practices.
- Professional experience in legal practice and in particular the State's legal practice.
- 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