



PUBLIC SERVICE OF PAPUA NEW GUINEA

Job Description

	SEQ. NO:	POS. NO DJAGSS 04
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION PLO 6 INTERNATIONAL	GR. 18
OFFICE/AGENCY: OFFICE OF THE STATE SOLICITOR	LOCAL DESIGNATION	
DIVISION: LEGAL POLICY & STATE LEGAL SERVICES	HIGHEST SUBORDINATE PLO 5	POS. NO. DJAGSS 15 & 16
BRANCH:	IMMEDIATE SUPERVISOR DEP. STATE SOLICITOR INTERNATIONAL LAW	POS. NO. DJAGSS 40
SECTION: INTERNATIONAL LAW	LOCATION WAIGANI	

HISTORY OF POSITION

File no.	Date of variation	Details
OASTB:1/00	16 Nov 2000	No change
I&ER/PP:010/02	10 Jun 2002	Revised
HRM8.10SS:08	9 Oct 2008	Revised
	22 Feb 2010	Revised
HRM 8.1.20/SS: 31/13	31 ST MARCH 2013	

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 PLO 6 International Law is responsible for supervising the International Law team, which provides legal advice to the NEC and Government agencies in the areas of international law, which includes international treaties and conventions, human rights, trade, maritime boundaries, fisheries, intellectual property, and counter terrorism.

ACCOUNTABILITIES

- Effective co-ordinate the activities and outputs of the International Law team
- Effective provision of sound legal advice to the State in the area of international law.
- Ensure the highest ethical and professional standards in the delivery of legal services to the State of Papua New Guinea.
- Provision of well-researched, coherent, and credible legal opinions and advice.

MAJOR DUTIES

- Ensure that the legal responsibilities of the section are carried out effective and efficiently
- Supervise, monitor and co-ordinate the outputs of the staff within the section, ensuring that agreed quality standards and performance indicators are met.
- Conduct research, prepare advices, opinions, briefs and court documents as required.
- Draft and review contracts and agreements as required
- 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.
- Monitor staff performance and ensure that staff receive on-going mentoring and professional development.
- Perform other duties as directed, consistent with the above.

WORK RELATIONSHIP - INTERNAL

- State Solicitor and Deputy State Solicitors
- 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 6 years experience as a lawyer in a relevant field, preferably international law.
- Possessing a Masters of Law is an advantage.

Knowledge, skills & experience

- Ability to lead and manage a small team of professionals
- Extensive knowledge of government legal procedures and practices.
- Broad professional experience in legal practice and in particular the State's legal practice.
- In depth 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