



PUBLIC SERVICE OF PAPUA NEW GUINEA

Job Description

	SEQ. NO:	POS. NO DJAGSS 17
DEPARTMENT: JUSTICE & ATTORNEY GENERAL	DESIGNATION/CLASSIFICATION SLO 4 MINING & PETROLEUM	Gr. 14
OFFICE/AGENCY: OFFICE OF THE STATE SOLICITOR	LOCAL DESIGNATION	
DIVISION: LEGAL POLICY & STATE LEGAL SERVICES	HIGHEST SUBORDINATE	POS. NO.
BRANCH:	IMMEDIATE SUPERVISOR PLO 6 MINING & PETROLEUM	POS. NO. DJAGSS 05
SECTION: COMMERCIAL LAW	LOCATION WAIGANI	

HISTORY OF POSITION

File no.	Date of variation	Details
HRM8.10SS:08	9 Oct 2008	Created
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 Mining & Petroleum unit is responsible for providing legal advice to the State and its instrumentalities on commercial projects within the mining & petroleum industries. The SLO 4 role involves drafting and presenting specific legal advice and opinions to government departments and agencies, preparation of briefs and court documents, drafting and reviewing of contracts and agreements, keeping records of important documents, maintaining databases, and liaising with relevant agencies and other stakeholders. The role may also involve occasional tribunal appearances.

ACCOUNTABILITIES

- Effective provision of sound legal advices to the State through client departments, State agencies and other instrumentalities.
- 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 branch are carried out effective and efficiently
- 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.
- Perform other duties as directed, consistent with the above.

WORK RELATIONSHIP - INTERNAL

- Senior management of the 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 commercial law.
- 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