



PUBLIC SERVICE OF PAPUA NEW GUINEA

JOB DESCRIPTION

1. Identification

Department Public Service Commission	Position Number COML.002
Division Executive	Designation/Classification Principal Legal Officer (Advisory) - Grade 16
Branch Legal, Advisory & Litigation	Local Designation Principal Legal Officer
Section Legal & Advisory.	Reporting to: Director – Legal Advisory & Litigation
Location Waigani	Incumbent:

HISTORY OF POSITION

DPM file No.	Date of Variation	Details
O&AS3-2-20	20.10.2000	Created.
O&AS3-2-20	14.11.2001	J.E. Reclassified. Adopted new concept of J.D & Revised Duties.
O&AS3-2-20	12.9.2003	Created.
O&AS3-2-20	27.7.2007	

DEPT OF PERSONNEL MANAGEMENT
ORGANISATION & METHODS BRANCH
APPROVED / NOT APPROVED
DATE 27/07/07
SIGNATURE [Signature]

2. Purpose

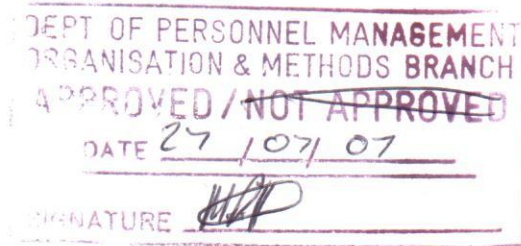
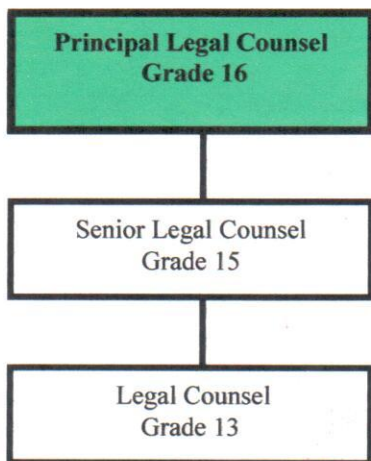
On instructions from the Principal Legal Counsel and/Director, prepare and appear as counsel in the National and Supreme Courts on cases in which the Commission is a party. Liaise with private law firms representing other parties to legal proceedings in which the Commission is also a party.

3. Dimension

Supervise and oversee the Legal Counsel in the conduct and preparation of court matters in which the Commission is a party. Brief the Principal Legal Counsel and/Director on the status/progress of litigation matters assigned to him and the Legal Counsel.

4. Nature and Scope Reporting Relationship

Report to the Principal Legal Counsel and/Director on all court matters in which he/she and the Legal Counsel are involved.



4.1 Work Environment

Ensure that court matters in which he/she and the Legal Counsel are involved are well prepared and researched, and that court deadlines are met.

4.2 Constraints Framework and Boundaries

Inadequate office space and proper law library facilities for the Branch.

- **Rules/Procedures**

Broad knowledge of the Public Service (Management) Act, Public Service General Orders, the Constitution and relevant Organic Laws, the National and Supreme Court Rules, the Supreme Court Act, other relevant legislations and the PNG legal and Judicial systems and PNG laws, generally.

- **Decision**

Allocation/assignment of Tasks/Activities to the Legal Counsel with time frame to complete the tasks. Assisting in making tactical decision in all court matters he/she and the Legal Counsel are involved in.

- **Recommendations**

Disciplinary action for Legal Counsel. In - house staffing matters for him and Legal Counsel (eg: leave, HDA, SPA, etc).

4.3 Challenges

- Presenting well researched and well written submissions before the Court.
- Meeting Court deadlines.
- Participating in the preparation of complex and high-profile litigation matters in which the Commission is a party.

4.4 Working Relationship

- **Internal**

Chairman, Commissioners, Secretary – PSC Secretariat, Principal Legal Counsel, Director of Legal, Advisory & Litigation Branch, Directors of other Branches and other Senior Officers, including Legal Counsel.

- **External**

Lawyers of the Justice & Attorney General Departments, Private Lawyers, Registrar of National & Supreme Courts, Associates to Judges of the National & Supreme Courts, Clerks of District Courts, Secretary, Department of Personnel Management, Secretaries of line Departments, Chief Executive Officers of Regulatory Statutory Authorities, Secretary to NEC, and Provincial Administrators.

5. Qualifications, Experiences and Skills

5.1 Qualifications

- Degree in Law (LLB) from a tertiary institution recognised by the Commission and fully admitted to the bar as a Lawyer of the National and Supreme Courts with a minimum of five (5) years practical experience as a lawyer.
- Holder of a current Lawyer's Practising Certificate issued by the PNG Law Society.

5.2 Knowledge

- Wide knowledge of the Laws of Papua New Guinea, including the PNG Legal and Judicial Systems.
- Good knowledge of the Public Service (Management) Act, Public Service General Orders, Regulatory Statutory Authorities (Appointment to Certain Offices) Act 2004, Public Services (Management) (Selection and Appointment of Departmental Heads and Provincial Administrators) Regulation 2003, Public Service (Management) (Criteria and Procedures for Suspension and Revocation of Appointment of Departmental Heads and Provincial Administrators) Regulation 2003, Public Services (Management) (Minimum Person Specification and Competency Requirements for Selection and Appointment of Departmental Heads and Provincial Administrators) Regulation 2003, National and Supreme Court Rules and their applications essential.

DEPT OF PERSONNEL MANAGEMENT
ORGANISATION & METHODS BRANCH
APPROVED / NOT APPROVED
DATE <u>27/07/07</u>
SIGNATURE <u>[Signature]</u>

5.3 Skills

Must have the ability to demonstrate the following:

- High level of written and oral communication.
- Good conceptual and analytical ability.
- Good public relations and inter-personal skills.
- Good Advocacy skills.

6. Principal Accountabilities

- Attend to request for legal advice as referred to him by the Director or the Commission.
- Correction of the Commissions Advices on review matters.
- Attend review hearings as and when required.
- Attend conferences on behalf of the Commission as and when required.

DEPT OF PERSONNEL MANAGEMENT	
ORGANISATION & METHODS BRANCH	
APPROVED / NOT APPROVED	
DATE	27 / 07 / 07
SIGNATURE	