



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister and NEC	SYS. POSN. NO: 45000103	REF. NO: OLC 04	
DIVISION: Executive	DESIGNATION/CLASSIFICATION: Legal Officer, Gr.16		
OFFICE: Office of First Legislative Counsel	LOCAL DESIGNATION: Legal Officer		
BRANCH:	REPORTING TO: First Legislative Counsel-OLC	SYS. POS. NO: 60	REF. NO: OLC 01
SECTION: Office of First Legislative Counsel	LOCATION: Morauta House		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org: 02/2016	08/04/2016	Reclass / JD Revised
Org: 01/2012	2/12/2012	

2. PURPOSE

To do research duties and provide legal advice to the Senior Counsel and to understudy the Assistant Legislative Counsel.

3. DIMENSIONS

Financial: Nil	Staff Supervised: Nil	Others: Nil
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4. PRINCIPAL ACCOUNTABILITIES

- Assists/Supports the Counsels on drafting bills and providing technical support on legislative drafting issues.
- Ensures all research and advice are done in a timely manner, and

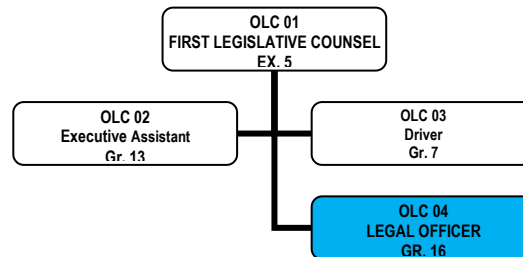
5. MAJOR DUTIES

- 5.1 Conduct research and provide opinion to Counsels on matters pertaining to drafting of laws, and advice on its findings.
- 5.2 To liaise with Second and First Legislative Counsels and Attorney General for legal advise and opinion on NEC submission and decision.
- 5.3 Assist the Counsels to draft bills to be brought before Parliament for debate and passage.
- 5.4. Assist Counsels carry out awareness on legislative drafting process for Provincial and Local-level Governments.
- 5.5. Assist the Counsels provide technical legislative drafting support to government departments, agencies and institutions or, on committee teams provide consultations on legislative drafting issues.
- 5.6 Ensure provide technical support to the Department Staff on legal statutory and official documentations requiring certification.
- 5.7 To understudy the Assistant Legislative Counsel.
- 5.8 Carry out other duties as directed by the First Legislative Counsel from time to time.

6. NATURE AND SCOPE

This is a line position and reports directly to the First Legislative Counsel. The position directly supports the other Senior Counsels and provides technical advice to other government departments and agencies on legislative drafting issues.

6.1 WORKING RELATIONSHIP



Internal

- The Legal Officer liaises with other Counsels and staff of the Office of Legislative Counsel and Department staff.
- Network and connect with colleagues to promote friendly working relationship to enhance high performance outcomes in the department.

External

- Incumbent shall at all times maintain a productive relationship with concerned personnel of other departments and agencies.

6.2 WORK ENVIRONMENT

This position is located at Sir Manasupe Haus, Waigani. It plays a specialist role in providing legal advice to the Senior Counsel.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules and Procedures

- Prime Minister and National Executive Council Act
- PNG Constitution
- Public Service General Orders 2014
- Public Service (Management) Act 2014
- Public Finance (Management) Act 2016
- NEC Decisions
- Rules & Procedures of PNG National and Supreme Court.
- Medium Term Development Plans (MTDP2)
- National Strategic Development Plan 2030
- PNG Vision 2050 Strategic Directives

Decision

- Agree and set goals, targets and priorities of the office;
- Set the Office's operational policies and procedures;
- Make decision to ensure the prompt resolution of contentious issues; and,
- Approve requisitions to commit funds consistent with IFMS and Public Finance (Management) Act.

Recommendations

- New legal policies and practices to counter potential lawsuits against the department;
- Approval of the Department Corporate and Management Plans;

8. CHALLENGES

- Maintain compliance to existing laws and regulations;
- Encourages best work practices in the Department and Public Services;
- Work in Team to promote team dynamics and participation.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications

The incumbent must have a minimum qualification of a Degree in Law and admission to the Bar to practice as a Lawyer.

Knowledge

Must have thorough knowledge and good understanding of:-

- PNG Law
- PNG Constitution
- Legislative Drafting System
- Operation of the National & Supreme Courts of PNG
- Public Service (*Management*) Act
- Public Service General Orders
- Public Service (*Finance Management*) Act
- Prime Minister & NEC Act
- Government structures and systems and the Government's development strategies including the PNG Vision 2050

Skills

Ability to demonstrate the following skills at a high level:-

- Legal Advisory skills
- Negotiation Skills
- Proven Legal representation skills
- Computer literate and familiar with Microsoft Office Software
- Good communication skills

Work Experience

Minimum of three (3) years work experience as a Legal Officer in public or private sector with some experience in Legislative Drafting.