



**PAPUA NEW GUINEA PUBLIC SERVICE**

**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>DEPARTMENT:</b> Prime Minister and NEC	<b>SYS. POSN. NO:</b> 58	<b>REF. NO:</b> OLC 18
<b>DIVISION:</b> Executive	<b>DESIGNATION/CLASSIFICATION:</b> Legislative Instrument Officer, Gr.16	
<b>OFFICE:</b> Office of Legislative Counsel	<b>LOCAL DESIGNATION:</b> Legislative Instrument Officer	
<b>BRANCH:</b>	<b>REPORTING TO:</b> Manager-Legislative Publishing	<b>SYS. POS. NO:</b> 67446 <b>REF. NO:</b> OLC 16
<b>SECTION:</b> Publishing	<b>LOCATION:</b> Manasupe House	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
HRM; Org. Design	08 <sup>th</sup> April 2016	Reno
Org. 1/2011	2 December 2011	

**2. PURPOSE**

To draft all legal instruments including notices, rules, proclamations, orders, determinations and other statutory instrument required by statues of instruction received from departments.

**3. DIMENSIONS**

Financial - Nil	Staff Supervised -Nil	Others - Nil
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**4. PRINCIPAL ACCOUNTABILITIES**

- Ensure the First Legislative Counsel is highly assisted during Parliament sittings, and
- Ensure all government statutory instruments are drafted according to law and set standards in a timely manner.

**5. MAJOR DUTIES**

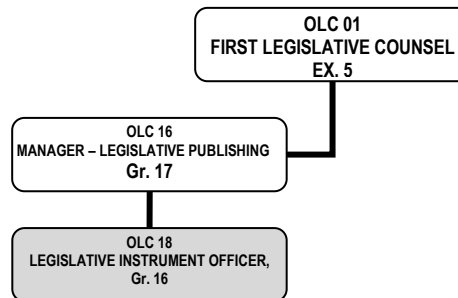
- 5.1 Draft government statutory instruments, notices and other legal documents according to law and as per NEC Decisions and for execution by the Head of State.
- 5.2 Ensure that drafting of proclamation, rules, statutory instruments and notices are researched diligently on points of law and prepared accordingly to the standard and uniform style commonly used.
- 5.3 Ensure that preparation of correspondences on matters relating to legislative instruments for execution by the Head of State or State Ministers are done diligently and on timely manner.
- 5.4 Ensure that instrumentalities pertaining to certification and commencement of laws are timely prepared for publication in the National Gazette.
- 5.5 Ensure that the up keep of records of statutory instruments, notices and other documents are filled away appropriately in the legislative draftsman reference and working files.
- 5.6 Ensure that executive secretarial duties, assisting and supporting the legislative counsels are given the highest mandate.
- 5.7 Ensure that the First Legislative Counsel is highly assisted during the sittings of the National Parliament.

## 6. NATURE AND SCOPE

This is a line position and reports directly to the Manager – Legislative Publishing.

The scope of the job is limited more within the Office of Legislative Counsel as this position ensures the preparation and records of statutory instruments, etc for the Office are effectively managed at all times.

### 6.1 WORKING RELATIONSHIPS



#### (a) Internal

- This position reports directly to the Manager – Legislative Publishing and liaises with other officers of OLC, senior executives and staff.
- Network and connect with colleagues to promote friendly working relationship to enhance high performance outcomes in the department.

#### (b) External

Maintain close working relationship with relevant government departments and agencies and other key stakeholders.

### 6.2 WORK ENVIRONMENT

This position is located within Manasupe House at the Waigani Central Government Offices however, when required, official visits to government agencies within and outside of National Capital District relating to the job is inevitable. It plays a technical role in ensuring all duties as required by the job are effectively carried out.

## 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

### (a) Qualifications

The incumbent must have a minimum qualification of a Degree in Public Administration, Management and/or equivalent from a recognized institution.

### (b) Knowledge:

Must have knowledge of the following:-

- Public Service Management Act
- Public Finance Management Act
- Public Service General Orders
- Public Service Code of Ethics
- Drafting of Statutory Instruments
- Statutory procedures & rules

### (c) Skills

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

- Statutory Instrument Drafting skills
- Paralegal skills
- Supervisory skills
- Analytical skills
- Computer literate and familiar with Microsoft Office Software
- Communication and reporting skills

### (d) Experience

Minimum of three (3) years relevant work experience preferably at a supervisory level in the public or private sector.