



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Prime Minister and NEC	SYS. POSN. NO: 459000192	REF. NO: OLC 24
DIVISION Executive	DESIGNATION/CLASSIFICATION: Paralegal Officer, Gr.12	
OFFICE: Office of Legislative Counsel	LOCAL DESIGNATION: Paralegal Officer	
BRANCH:	REPORTING TO: Commissioner-Revised Laws	SYS. POS. NO: 45000120 REF. NO: OLC 21
SECTION: Revised Laws	LOCATION: Morauta House	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM; Org. Design	08 th April 2016	Abolished / Created
Org. 1/2011	2 December 2011	

2. PURPOSE

To assist the Commissioner - Revised Laws and the Legal Officer carry out research duties, provide advice and assist in revising, editing, consolidation and printing of revised laws.

3. DIMENSIONS

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

- Assist carry out research & liaison duties for the Office, and
- Provide high quality administrative duties for the Office.

5. MAJOR DUTIES

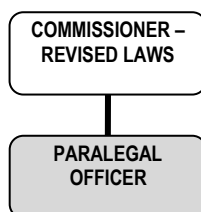
- 5.1 Conduct research and assist the Commissioner Revised Laws on revision, edition and consolidation of Laws.
- 5.2 To liaise with the Commissioner, Legal Officer, Legislative Counsels and Attorney General for legal advice and opinion on matters and issues relating to revision, edition and consolidation of laws.
- 5.3 Assist the legal officer to research and provide support services to the Commissioner Revised Laws.
- 5.4 To liaise with the Government Printer or other printers to print and bind copies of revised and consolidated laws.
- 5.5 Carry out scanning, editing and cataloguing of principal laws to be consolidated.
- 5.6 Carry out activities consistent with the duties as specified under the **Revision of the Laws Act (Chapter 47)**

6. NATURE AND SCOPE

The position is a line position of the department and reports directly to the Commissioner – Revised Laws.

The scope of the job is limited more within the Office of the Commissioner – Revised Laws as this position assists mainly in researching, liaising and providing support services in the functions of revision and consolidation of laws, scanning, binding, etc.

6.1 WORKING RELATIONSHIPS



(a) Internal

- This position reports directly to the Commissioner – Revised Laws 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

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

6.2 WORK ENVIRONMENT

The 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 an administrative 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 Diploma in Law or have taken some legal studies from a recognised institution.

(b) Knowledge:

Must have knowledge of the following:-

- PNG Laws
- PNG Constitution
- General knowledge on revision, edition & consolidation laws
- Public Service General Orders
- Public Service Management Act
- Public Finance Management Act
- Public Service Code of Ethics

(c) Skills

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

- Research skills
- Office Administration skills
- Public & Inter-personal Relations
- Computer literate with Microsoft applications
- Communication (written/oral)

(d) Experience

Minimum of three (3) years work experience specific to the position either in the public or private sector.