



PAPUA NEW GUINEA PUBLIC SERVICE APPROVED JOB DESCRIPTION

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFEX.014
OFFICE: LEVEL 10, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: PRINCIPAL LEGAL OFFICER, GRADE 18	
DIVISION: EXECUTIVE DIVISION	LOCAL DESIGNATION: PRINCIPAL LEGAL OFFICER, LEGAL UNIT	
BRANCH: LEGAL UNIT	REPORTING TO: SECRETARY SYS. POS. NO: REF. NO: DFEX.001	
SECTION:	LOCATION: TWIN TOWER 1, MELANESIAN WAY WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.03.2025	Revise, rename, redesign according to Re-org.

2. PURPOSE

To provide legal advice and support to the Secretary, and the management team in all legal matters, concerning the department, including compliance, contracts, litigation, and legal policies that will support the department's objectives and operations

3. DIMENSIONS

The Principal Legal Officer reports directly to the Secretary and supervises four subordinate staff in the legal team.

4. PRINCIPAL ACCOUNTABILITIES

- I. Provide Legal Advice and guidance to the Secretary and the management team.
- II. Review documents and drafting, record and manage Legal files.
- III. Administer Litigation and Dispute resolution.
- IV. Administer and ensure Compliance.
- V. Conduct Research and analysis.
- VI. Communication & Stakeholder engagement.

5. MAJOR DUTIES

- Efficiently Implement drafting and reviewing of documents, including contracts, agreements, policies and procedures in compliance with laws;
- Effectively prepare legal advice to the Secretary and the management team on various legal matters;
- Interpret and explain legal regulations and requirements, assess legal risks and advise management on mitigation strategies;
- Effectively manage litigation and ensure that the departments legal rights are protected;
- Ensure legal documents are legally sound and protect the departments interest;
- Liaise with State agencies like State Solicitor and Solicitor General's Officer for Legal Clearance and Ligation Update on Claims by and Against the State;
- Provide timely and well-researched, coherent, and credible legal opinions and advice as and when required;

- Represent the department in all legal cases, or work with other legal professionals to ensure speedy resolution to any legal issues concerning the department;
- Investigate, prepare and present on legal matters affecting or involving the Department;
- Create, manage and maintain an efficient Case Management & Records System to ensure that all legal matters are dealt with expeditiously and all documentation is held in accordance with the legal mandates of the state;
- Communicating effectively with internal and external stakeholders, including clients, employees, and legal professionals;
- Provide legal advice and assistance to the Audit Unit on legal aspects of fraud and misappropriation and all other violations of the Public Finances (Management) Act and the Public Services (Management) and their related laws;
- Conducting legal research on relevant legal issues, analyse legal precedents and cases and keep up-to-date on changes in the law.
- Provide assistance in the development and implementation of legal policies and procedure.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Provide legal assistance to other divisions per Secretary's instruction;
- Working alongside others FAS per Secretary's instruction on contracts or other legal compliance;
- Supervise Legal Officer – Appraisal;
- Provide Legal assistance to all Department of Finance staff across all divisions.

(b) External

- Liaise with External Lawyers to source out litigation files when Secretary and Department of Finance is a party in a court proceeding.
- Liaise with State Solicitor Lawyers for legal clearance on Commercial matters to comply with the government process for Department of Finance as an agency.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures
- Gender Equity & Social Inclusion Policy
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.

7.2 Recommendations:

- Provide recommendations best for the Secretary,

7.3 Decisions:

- Decide on recommendations that will not violate any laws of Papua New Guinea and will bring fairness and justice without prejudice.

8. CHALLENGES

- Assist the Secretary by proving legal advice and manage Legal Unit;
- Keep updated knowledge about changes in legislations, Acts, and internal policies;
- Performing multa Legal Tasks and submit without delay;

- About fairness and Justice enshrined in the National Goals and Directive Principles in the Constitution under equality and Participation.
- Showing the ability to work under extreme pressure.
- Provide counselling to disputing parties and advice government legal process to those who need to know.

9. QUALIFICATION, KNOWLEDGE, SKILLS AND EXPERIENCE

Qualifications and Experience:

- Bachelor Degree in Law from a recognised University within PNG or abroad;
- Master's Degree or honours is a bonus;
- Certified Legal Practitioners license from LTI to practice Law in Papua New Guinea as a Lawyer or Legal counsel;
- Exposure in Legal practice within PNG and or abroad;
- Experience in managing legal cases, documents, files and contracts;
- Exposer in or representation in commercial law and cases within PNG;
- Minimum of 7-10 years' significant amount of relevant work experience in Litigation and Legal Advising, and contract management;
- Must have experienced in legal practice at a senior level who can mentor and guide upcoming lawyers.

Knowledge:

- Knowledge and understanding of the range of Acts, laws and policies governing the work of Department of Finance and the Public Service;
- Knowledge of Commercial Laws and arbitration;
- Knowledge of drafting contract, review policy and agreements;
- Demonstrated knowledge and understanding of how legal office can operate;
- Advance knowledge in better legal research and writing skills;
- Good understanding of the Public Finance Management Act;
- Exposure with email and MS applications including Word, Excel and PowerPoint for conducting presentations.

Skills and Abilities:

- High level of professional communication and interpersonal skills;
- Effective management and task delegation skills at all levels;
- Exceptional ability to work well with colleagues and effectively mentor subordinates;
- Effective planning, organization and implementation skills;
- Ability to manage stress and work under pressure.

NOTE: This job description is not designed to be all-inclusive. Employee may perform other related duties required to meet the ongoing needs of the Department.

