



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFEX.015
OFFICE: 8 TH FLOOR TWIN TOWER 1	DESIGNATION/CLASSIFICATION: LEGAL OFFICER	GRADE: 14
DIVISION: EXECUTIVE	LOCAL DESIGNATION: LEGAL OFFICER 5 – LEGAL UNIT	
BRANCH:	REPORTING TO: PRINCIPAL LEGAL OFFICER SYS. POS. NO: REF. NO: DFEX.014	
SECTION: LEGAL UNIT	LOCATION: TWIN TOWER 1, WAIGANI NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	23. 01. 2021	Revise, rename, redesign
	24.02.2025	Revise according to re-org

2. PURPOSE

To provide well-researched, coherent, and credible legal opinions and advice, which ensure the highest ethical and professional standards of legal services is delivered to the Department of Finance. This also provides research and investigation support to the Principal Legal Officer presenting on Legal Matters involving the Department of finance.

3. DIMENSIONS

The Legal Officer reports directly to the Principle Legal Officer and also to the Executive Management Team as and when required and manages all assets, equipment's within the section with guidance form the Principle Legal Officer.

4. PRINCIPLE ACCOUNTABILITIES

- I. Provide legal advice and assistance to the Department on legal aspects of fraud and misappropriation and all other violations of the Public Finances and Public Services (Management) Act and their related laws as delegated by the PLO.
- II. Provide legal advice to the Divisions of the Department.
- III. Compliance with requirements of the Case Management and Records System.
- IV. Review and assist on the preparation of new or revised contract Agreements relating to Department activities.
- V. Maintain Professional Conduct, confidentiality and ethical standards.

5. MAJOR DUTIES

- Investigate all potential cases in an efficient and timely manner, with all documentation, correspondence and evidentiary materials being prepared and retained in accordance with best legal practice;

- Ensure all cases that are determined to be prosecutable are expeditiously progressed through the appropriate legal channels;
- Efficiently prepare and provide the weekly progress updates to the PLO on all pending, current, and completed investigations and prosecuted cases;
- Ensure all imminent legal activities are brought to attention of the PLO in a timely manner to ensure the best interests of the Department of Finance are protected;
- Ensure timely and professional legal advice is provided to Division or Branch Heads on any legal matter affecting the performance of their core functions;
- Support and advice is provided to Division or Branch Heads on legal issues arising from serious disciplinary matters;
- Provide assistance in writing of legal correspondence generated by Division/Branch Heads pertinent to ongoing investigations or legal cases;
- Schedule and manage all cases to ensure the most expeditious completion of investigations and legal actions;
- Ensure all files and folders that are not required for current action are systematically filed and a current filing register is maintained;
- Ensure all completed activities or projects will have files closed and recorded as such in the filing register;
- Maintain and keep copies of inward and outward correspondence in a correspondence file and originals are filed with appropriate action folder;
- Appropriately maintain and update all outstanding filing and archive all redundant files in a timely manner;
- Efficiently participate in providing Legal Advice and participate in the negotiation of contract agreements as requested by the Secretary or their delegate to ensure appropriate terms of agreement and compliance with all statutory and legal requirements;
- Timely review the renewed or revised contracts for appropriate terms of agreement and to ensure compliance with all statutory and legal requirements;
- Maintain and ensure all copies of contract agreements are held in an accurate filing system within the Records Management System of the Principal Legal Officer;
- Professional development is scheduled and undertaken to ensure currency of knowledge and best legal practice;
- Maintain the highest professional and personal standard of a Legal Officer at all times in accordance with the Public Service Code of Conduct and Bar Association requirements;
- Maintain the assets and budget of the Legal Section are used and maintained appropriately ensure efficient functioning of the section;
- Timely report matters affecting the performance and outcomes of the Legal Section and ensure they are brought to the attention of the PLO in an appropriate manner.
- Ensure good leadership, management style and professionalism is displayed through proper conduct, teamwork and interactions at the workplace resulting in positive working relationship with staff, stakeholders and clients;
- Effectively manage and maintain staff attendance and punctuality records, and ensure zero to minimal disciplinary issues, quality work output and positive staff morale;
- Maintain professional standards of dress, communication, confidentiality and work ethic with good work outcomes in compliance with the Public Service Code of Conduct and the General Orders.

6. NATURE AND SCOPE

6..1 WORKING RELATIONSHIP

(a) Internal

- Liaise with all members of the Department pertinent to legal matters arising and the Principal Legal Officer Principal Legal Officer;

(b) External

- Work alongside all Departments, Statutory Bodies or legal entities relevant to legal matters arising involving the Department of Finance.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Organic Law on Provincial & Local Level Government
- Income Tax Act
- Customs Tariff Act
- Goods and Services Tax Act
- Public Service (Management) Act and General Orders
- Medium Term Fiscal Strategy
- PNG Vision 2050
- Development Strategic Plan (2010 – 2030)
- Public Service (Management) Act and General Orders.
- Fiscal Responsibility Act
- Loans & Assistance (International Agencies) Act 1972
- Loans and Securities Act 1960
- Treasury Bill Act 1974
- Loans (Oversees Borrowings) Act 1973
- Medium Term Debt Strategy
- PNG Medium Term Development Plan
- Public Service Policies on Accounting, Procedures, Systems and Practices.
- Government Accounting Systems.
- Internal Department of Finance Policies and Procedures

7.2 Recommendations:

- Provide recommendations to divisional head (PLO) on Legal Section matters;
- Raise issues to divisional head (PLO) including possible resolutions and identify and recommend ways to improve systems and process within the Legal branch, division and department;
- Provide recommendation to the PLO regarding staff appointments and movement.

7.3 Decisions:

- Assess, verify and provide advice to the Principal Legal Officer (PLO);
- Verify and approve claims for payments;
- Make decision on delegation/allocation of tasks.

8. CHALLENGES

- Performing higher role of the Principle Legal Officer in the absence of the incumbent;
- Assisting the Principle Legal Officer in preparing Divisional Budget;
- Keeping update and aware with the changes in Legislations, Acts, and internal Policies & Procedures;
- Assisting the Principle Legal Officer and the Executive Management Team to prepare Divisional Annual Work plan and Report to be completed and submitted to Minister for Finance through the Secretary by March 31st annually;
- Limited resources may constrain resourcing and development of capacity. In addition, gaps created as a result of staff turnover or staff undertaking long term study can influence priorities and resource allocation. It is important to be aware of potential impact of a broad array of resource limitation;
- Contribute effectively to the alignment of personal goals with divisional goals in open communication and cooperation with management, and contribute to a work environment

appropriate for the work and conducive to shared employee well-being. Ensure divisional training is linked to career paths.

- Ensure all supervised staff are trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities, this include the Integrated Financial Management Systems (IFMS).

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

Qualifications and Work Experience;

- Bachelors of Law Degree from University of Papua New Guinea or other recognized Universities with a Legal System similar to PNG;
- Admitted to practice as a Barrister and Solicitor of the National and Supreme Courts of PNG;
- Must be a certified Legal Practitioner from the Legal Training Institute (LTI);
- At least 7 years' experience in litigation, prosecution and legal research;
- Must be a member of the PNG Law Society.

Knowledge:

- Knowledge of Public Finances (Management) Act, the Public Service General Orders, the Organic Law on Provincial and Local Level Government, and PNG Government Legislation;
- Knowledge of efficient filing systems and document management processes;
- Knowledge of the Integrated Financial Management Systems (IFMS);
- Knowledge of laws, legislation, legal principles, and legal practices in general;
- Knowledge of Microsoft Office programs including Word, Excel, and PowerPoint;
- Comprehensive knowledge of PNG Public Service systems.

Skills and Abilities

- High level of professional communication and interpersonal skills;
- Analytical skills in the investigation of legal issues, research and legal practice.
- Proven ability to work collaboratively with a team of professionals;
- Strong ability to manage multiple tasks, prioritize and meet deadlines;
- Ability to be highly organized and to respond to pressure;
- Ability to provide effective legal advice and client service.

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.

