



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



1. IDENTIFICATION

AGENCY:	SYS. POSN. NO:	REF. NO:
DEPARTMENT OF FINANCE		DFEX.017
OFFICE:	DESIGNATION/CLASSIFICATION:	Grade:
8 TH FLOOR, TWIN TOWER 1	PARALEGAL OFFICER	12
DIVISION:	LOCAL DESIGNATION:	
EXECUTIVE	PARALEGAL OFFICER, LEGAL UNIT	
BRANCH:	REPORTING TO:	PRINCIPAL LEGAL OFFICER
LEGAL	SYS POS. NO:	
	REF. NO.	DFEX.014
SECTION:	LOCATION:	
LEGAL UNIT	MELANESIAN WAY, WAIGANI NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	23.01.2021	Revise, rename, redesign
	24.02.2025	Developed according to re-org

2. PURPOSE

To efficiently and transparently manage court files and provide response to client's correspondences as well as providing up-to-date reports to the Manager - Legal, keeping all documentation of important Departmental Files confidential at all times.

3. DIMENSIONS

The Paralegal Officer reports to the Principle Legal Officer and work closely with the legal section staffs.

4. PRINCIPLE ACCOUNTABILITIES

- I. Effective management of court files;
- II. Provide response to client's correspondences as and when required;
- III. Observe transparency when dealing with client's correspondences.
- IV. Effective coordination and records of meeting and minutes as required.

5. MAJOR DUTIES

- Effectively prepare and manage court files and correspondence;
- Provide timely response to clients Prepare and process standard legal documents;
- Organise meeting and coordinate legal meetings and client interviews and hearings;
- Maintain schedules and calendars including dairies for urgent matters;
- Take, type minutes of meetings and interviews.
- Conduct audit in a professional manner in accordance with the recognized audit standards.
- Obtain and analyze data with evidence to provide informed recommendations to the management so as to observe compliance to enabling legislations.
- Formal report is provided on the effectiveness and efficiency with which activities are performed.

6. NATURE AND SCOPE

6.1 WORKING RELATIONSHIP

(a) Internal

- Reports to AS Internal Affairs;
- All members of the Finance Office pertinent to divisional matters arising;
- Regular liaison and conduct with all Department of Finance staff across all division.

(b) External

- All Government National Departments, the Ombudsman Commission or entities relevant to divisional matters arising involving the Department of Finance.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- PNG Vision 2050
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures

7.2 Recommendations:

- Provide recommendation to Assistant Secretary (AS) through the manager pertaining to the branch matters;
- Provide recommendations to the Assistant Secretary through the Manager on subordinated staff performance regarding promotions or movement.

7.3 Decisions:

N/A

8. CHALLENGES

- Keeping update and aware of the changes in legislations, Acts and Internal policies;
- Performing higher role of duty in the absence of the incumbent;
- Contribute 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;
- Limited resource from time to time may constrain resourcing and development capacity. In addition, gaps created as result of staff turnover or staff undertaking long term study can influence priorities and resource allocation. It is important that people are aware of the potential impact of a broad array of resource limitations.

9. QUALIFICATIONS, KNOWLEDGE, EXPERIENCES AND SKILLS

Qualifications and Experience:

- Bachelor Degree in Law, Commerce, Accountancy or Business management from a recognized university or tertiary Institute;
- At least 5 years with legal expertise, including legal research and case preparation;
- Be a registered/certified LTI member or working towards attaining membership status;
- Exposure working in Law/Legal environment especially within Public Sector/Agency.

Knowledge:

Possess sound working knowledge of:

- Public Finance (Management) Act and related procedures;
- Public Services (Management) Act & General Order;
- Organic Law on Provincial & Local Level Government;
- Sound knowledge of the Public Finance (Management) Act, Organic Law on Provincial and Local Level Government and Subordinates instructions and Regulations.
- Public Services Policies on Accounting, Procedures, Systems and Practices;
- Computerized Government Accounting Systems - Integrated Financial Management Systems (IFMS);
- Broad Knowledge on Internet, Email and Microsoft Office Programs.

Skills and Abilities:

Ability to demonstrate the following skills at the professional level:

- Management and Leadership qualities;
- Effective written and Oral Communication;
- Inter – Personal Skills, Analytical and Research skills;
- Effective public relations kills.

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.

