

Job Summary: Provincial Legal Officer

Agency: Western Province Administration	Salary Grade: 16
Reporting to: Provincial Administrator	Location: Daru
Position Number: 0710000015	Designation: WPLS. 01

POSITION PURPOSE

This position plays a significant supportive role by providing appropriate legal support, in terms of legal advice and/or legal opinion, to the Provincial Administrator, the Deputy Administrators, the District Administrators, Division Managers and Local Level Governments on the effective management of all legal matters in the administration.

The position also presents statutory papers and drafts proposed legislation, laws and policies, and amendments to contractual agreements, and any legal requirements.

PRINCIPLE ACCOUNTABILITIES

1. Manage and motivate subordinate staff including initiating appropriate hiring, training and performance evaluations to foster a high performing, productive and collaborative work environment;
2. Represent the Western Province Provincial Administration (WPA), District Administrations and Local Level Governments (LLGs), in any civil or criminal court proceedings and prepare affidavits, submissions and other court documents;
3. Draft proposed legislation, byelaws, regulations, policies and other contractual agreements / undertaking for the WPA including amendments and other requirements;
4. Conduct research into legal matters/issues and proof-read policy and statutory papers and other important documents;
5. Draft public service disciplinary charges in consultation with the Manager Human Resource Management (HRM) for execution;
6. Ensure the requirements of all legislation pertinent to the Division are complied with including, but not limited to, the Organic Law on Provincial Governments and Local-Level Governments, the Public Services Management Act, the Public Service Code of Ethics and pertinent national agency policies, processes and circulars; and
7. Actively contribute to all corporate requirements including planning, budgeting, reporting, GESI and HRM activities where required.

POSITION AND PERSON CRITERIA

QUALIFICATIONS: A Bachelors Degree in Law, a Lawyers Practicing License/Certificate and (ideally) a Diploma or Certificate in Public Administration.

KNOWLEDGE:

- Superior knowledge of constitutional and administrative law including customary laws;
- Sound knowledge of legislative drafting and Public Policy formulation and analysis; and
- Significant understanding of PNG Public Service Legislation including but not limited to the Organic Law on Provincial Governments and Local-Level Governments, the Public Services (Management) Act, the Local Government Administration Act, the Public Finances Management Act, the Mining Act, the Forestry Act, the Petroleum Act, Border Treaty and Bilateral Relation policies and practices and relevant Public Service policies and processes.

EXPERIENCE:

- At least five (5) years of relevant work experience in private or public sector;
- Proven ability to manage a legal office either in private or public sector environment;
- Work experience in lawsuit courts, legislation drafting and customary law practice; and
- Experience of PNGs provincial government socio-economic environment, public policy formulation and implementation particularly in a subnational context;

SKILLS:

- Demonstrated capacity to render accurate legal opinions with the ability to maintain confidentiality;
- Strong public relations, public speaking, presentation, and written communication skills for engaging with diverse stakeholders;
- Analytical approach in problem solving / decision making to address challenges problem/dispute settlement in a resource-constrained environment;
- Proficiency to utilise computer programs to support the operations of the WPA; and
- Service oriented approach, with a high degree of professionalism and commitment to supporting the operational and corporate environment of the WPA.