



**PARLIAMENTARY SERVICE
JOB DESCRIPTION**

1. IDENTIFICATION	POSITION NUMBER: PLS 006
DEPARTMENT: Parliamentary Legal Service	DESIGNATION/CLASSIFICATION: Legal Officer – Advisory & Drafting, NP12
DIVISION: Parliamentary Legal Service	LOCAL DESIGNATION: Legal Officer – Advisory & Drafting
BRANCH: Parliamentary Legal Service	REPORTING TO: Parliamentary Legal Counsel
LOCATION: Parliament House, Waigani, NCD	INCUMBENT:

HISTORY OF POSITION

NP FILE NO.	DATE OF VARIATION	DETAILS
ORG: 1 - 14	30/10/14	Reno, Redes, Reclass, Revised Duties
ORG: 2 - 18	24/09/18	Abolished / Created

Boey
28/03/19

2. PURPOSE:

Responsible for assisting lead and manage the legal services team, for the strategic management of the Drafting and Advisory function of the Service and for the provision of high level advice to the Speaker and the Executive Management to support the strategic objectives of the Service

3. DIMENSION:

Budget: NA
Staff: NA
Others: NA

4. PRINCIPLE ACCOUNTABILITIES (MAJOR DUTIES)

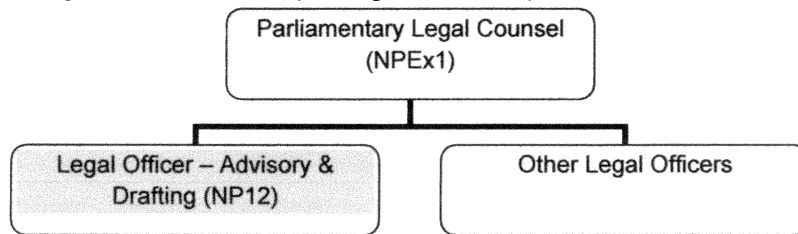
- Ensure high quality of Drafting and Advisory advice given to the Parliamentary Counsel. Ensure adequate legal advice to Members of Parliament, Committees, Clerk and Speaker relating to Drafting and Advisory matters to enable realization of organisational objectives.
- Ensure the proper procedures and processes for the prosecution and defense of legal proceedings between parties and the National Parliament.
- Provide strategic legal advice and Drafting and Advisory services to the Parliamentary Counsel to achieve organisational objectives.
- Assist the Parliamentary Counsel to provide strategic and operational direction to implement the activities of the Parliamentary Counsel's office.
- Assist the Parliamentary Counsel to develop and implement a range of programs and services to support the objectives of the Corporate Plan.
- Assist the Parliamentary Counsel to review and develop legal policy guidelines and administrative manuals in conjunction with the HR Manager to give effect to the legislative and policy framework governing the Parliamentary Service.
- Ensure adherence to existing rules and regulations governing discipline, contracts and matters arising out of legal or industrial matters, in particular the Public Service Commission and court proceedings.

- Provide regular briefs to the Parliamentary Counsel regarding the legal services provided to the Parliamentary Service.
- Ensure that all service providers and consultants perform their legal obligations under contracts with the Clerk's and Speaker's offices.
- Ensure that copies of all contracts and legally binding documents are kept to ensure accountability for work or services provided by contractors and to initiate legal proceedings for breach of contract.

5. NATURE AND SCOPE:

5.1 Reporting Relationship

This is one of the 7 positions that reports directly to the Parliamentary Legal Counsel and other staff within the division to ensure that the services provided meets the expectation of the office and the organization. The reporting relationship is shown below.



5.2 Internal:

- The Legal Officer provides legal advice to the Parliamentary Counsel and supports the decision making of executive and senior managers throughout the Service.
- The Legal Officer liaises directly with the Parliamentary Counsel and in his absence with the Speaker and Clerk and other Senior Officers and Managers on legal Drafting and Advisory matters as and when required.

5.3 External:

- The Legal Officer's work requirements also require routine communication with outside law firms, the Courts, Department of Justice, POSF and other nongovernmental and government agencies.
- The Legal Officer's also maintains effective dialogue with the First Legislative Counsel's office, banks, insurance companies, etc.

5.4 Work Environment

This position requires long hours' work associated with the sittings of Parliament and Parliamentary Service's legal related duties regarding Drafting and Advisory, drafting and advisory services to Speaker, Clerk, elected members of Parliament and Staff

5.5 Constraints Framework and Boundaries

Rules/Procedures etc:

- Understand relevant statutory provisions and Government policies.
- Understand various relevant Acts such as; Constitution, Parliamentary Service Act, Organic Law on Provincial and Local level government, Parliament Standing Orders and all other relevant Acts

Decisions:

- Management of legal issues and the operation of the division

Recommendation:

- Make recommendations to the Administration in liaison with the Parliamentary Legal Counsel on legal and operational matters

5.6 Challenges

- Provide appropriate legal advice to the Speaker, the elected Members of Parliament, the Clerk of Parliament and the Staff in liaison with the Executive Director.
- Serve with dignity and fairness.
- Meet deadlines for matters relating to Drafting and Advisory.
- Provide legal reports/advice to the Executive Director and the Administration.

6 QUALIFICATION, EXPERIENCE, KNOWLEDGE AND SKILLS**6.1 Qualification**

- Must have a minimum qualification of a Law Degree with a experience in Drafting and Advisory and a current legal practicing certificate from the PNG Law Society.

6.2 Experience

- Must have at least 5-10 years of experience in Legal Practice within Papua New Guinea.

6.3 Knowledge

Must have a thorough knowledge of:

- Thorough knowledge of the Constitution and other relevant Acts
- Familiar with the Public Finance (Management) Act, the Public Service (Management) Act and the General Orders
- a clear understanding of relevant court room processes

6.4 Skills

- Verbal and Written communication skills
- Excellent reasoning skills
- Exceptional negotiation and representational skills.
- Ability to assist lead and manage the legal services Drafting and Advisory team in the absence of the Parliamentary Counsel
- Computer literate in Microsoft applications and the ability to use legal and legislative databases and sites on the internet.

7. STATEMENT BY THE EMPLOYER AND EMPLOYEE

I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962, conscientious believing the statement contain therein to be true in every particular.

Signature
Employer (or its delegate)

Signature
Employee

Date

Date

