



JOB DESCRIPTION

JOB TITLE: LEGAL OFFICER

DIVISION: Executive	BRANCH: Legal	SECTION: Legal
REFERENCE NUMBER: TPA10	DESIGNATION/CLASSIFICATION: Legal Officer, Grade 10	POSITION No.: EXD.009
REPORTING TO: Chief Executive Officer	DIRECT REPORTS: Nil	LOCATION: Port Moresby
COMPILED BY: Human Resource Officer Date:	AGREED BY EMPLOYEE: Legal Officer Date:	APPROVED BY: Eric Mossman Uvovo Chief Executive Officer Date:

POSITION SUMMARY:

- The Legal officer is responsible for ensuring that all legal affairs of PNGTPA are handled appropriately and in accordance to PNG laws. The Legal Officer is required to provide Legal advice and interpretations on a wide range of matters , including contract negotiations, corporate governance, compliance with regulations, etc.
- The role provides timely, expert, and strategic information and advice to the CEO to facilitate effective decisions;
- The incumbent will be an advocate for PNGTPA and will work closely with the CEO to achieve and maintain the excellence standards set forth by Papua New Guinea Tourism Promotion Authority;

KEY FUNCTIONS AND RESPONSIBILITIES

Strategic Planning and Management

- Contribute to corporate planning processes by working with the CEO to formulate divisional service strategies, key performance expectations, divisional plans, and monitoring systems to ensure they are effective and meeting division and organizational objectives;
- Assist the CEO to plan, develop, and implementing strategies for Executive Division to meet departmental performance plans within agreed budgets and timescales. This includes the development of a five (5) year Strategic Plan;
- Contribute to the Corporate strategic planning and development as a senior team member by participating in the divisional planning meetings and disseminating information;
- Provide strategic advice, guidance, assistance, and support to inform, develop and execute business strategies within the division;

Human Resource Management and leadership

- Facilitate, liaise and maintain communications with divisions in ensuring correct procedures are followed in the areas of Executive Management;
- Provide timely, constructive, and objective feedback to Executive Team;
- Provide necessary information, logistics and support for the successful implementation of the Tourism Sector Development Plan (TSDP);

Policy & Planning

- Lead the development, review, and implementation of tourism policies, procedures, and systems;

- Ensure that policies and procedures are regularly reviewed and updated as necessary in line with changing business needs;
- Assist management, staff, and stakeholders with interpreting and applying all Tourism policies and procedures;

General Duties

- Draft contracts and other legal documents such as wills and trusts
- Review cases to determine whether they have legal merit
- Prepare legal papers and briefs, researching legal issues, and drafting legal documents such as contracts, wills, trusts, and business agreements
- Represent PNGTPA in court, negotiating with opposing counsel, and working with the CEO to develop legal arguments
- Represent PNGTPA in court or other settings, such as depositions or hearings
- Conduct research on legal issues to support litigation efforts
- Interpreting laws, regulations, and policies to advise CEO and Executive Management about how these apply to any given situation
- Drafting pleadings and motions for court proceedings, including criminal charges, bankruptcy petitions, and appeals of administrative decisions, etc.,
- Reviewing and analyzing laws, regulations, and cases related to the Tourism Sector to advise PNGTPA on how to comply with legal requirements;
- Perform any other reasonable duties as directed by the Chief Executive Officer;

Quality Customer Service

- Ensure regularly meet with Executive Division staff and other divisions to obtain feedback on tourism policy and planning service systems and areas for development, and act on customer feedback to improve systems, processes, and procedures;
- Ensure to identify and develop opportunities to provide quality and exceptional service to internal and external customers that benefit the organization;

Team Work and Co-operation

- Ensure that the Executive Division teamwork and corporate with other team members with honesty and respect;
- Create a high-performing team culture in the Executive Division to meet and exceed customer expectations;

Occupational Health and Safety

- Assist in monitoring aspects of OHSE in the organization and ensure that all work processes and systems are in compliance with PNGTPA OHSE procedures and report any concerns to the relevant staff and/or safety representatives;
- Perform duties safely and responsibly by PNGTPA OHSE policies.
- Identify and develop Human Resources Risk Management strategies to safeguard the commercial interests of PNGTPA;

Quality of Work

- Ensure to coach and lead employees to display quality work that reflects high professional standards and a high degree of accuracy.

Continuous Improvement

- Ensure to encourage and guide employees to create a culture of high performance and continuous improvement in the Executive Division to meet and exceed customer expectations.

ESSENTIAL REQUIREMENTS – (must cover Qualifications, Education, & Experience, knowledge, attitude, skills, and habits).

- Bachelor's Degree in Law
- Minimum 5 - 10 years' work experience in a similar capacity in the public or private sector.
- Experience in various Policy and Public Service Legislative reforms
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- Strong working background in Public Services Financial Manual, Public Services Management Act.
- Excellent program planning, management, and leadership skills.
- Ability to communicate (oral and written)
- Ability to communicate and work effectively with key stakeholders of the organization
- Ability to resolve conflict, handle complaints and manage complex situations;