



**OMBUDSMAN COMMISSION
OF PAPUA NEW GUINEA**

JOB DESCRIPTION

1. IDENTIFICATION

OMBUDSMAN COMMISSION	SEQ. NO: 86	POSITION NO: COU03
DESIGNATION/CLASSIFICATION	Principal Legal Officer (Team 1) Cat "B1", Gr 13	
DIVISION: Office of Counsel	LOCAL DESIGNATION: Head Office, Port Moresby	
UNIT: Team One (1)	REPORTING TO: Director Legal Services	POSITION NO: COU02
HIGHEST SUBORDINATE Senior Legal Officer (Team 1) Senior Legal Officer (Team 1)	POSITION NO: COU04 COU05	

HISTORY OF POSITION

POSITION REF.	DATE OF VARIATION	DETAILS
COU03	OC Decision No: M5-2024 of 23.05.24	As a result of restructure

2. PURPOSE

The position is created to assist Counsel and Director Legal Services providing legal and policy advice through Counsel to the Commission; and Is part of the Commission's ultimate quality control component in the output of all substantive investigations and related work, under the *Constitution*, the *Organic Law on the Duties and Responsibilities of Leadership* (OLDRL); the *Organic Law on the Ombudsman Commission* (OLOC) and other relevant Laws.

3. ACCOUNTABILITIES (is guided by Sections 218 and 219 of the *Constitution*)

Responsible for:-

- Research and legal opinions for submission, through Counsel, to the Commission; and
- Provide on-going advice, often of an informal and oral nature, to officers of the Commission; and
- Research, documentation and preparation for litigation, Constitutional References on behalf of the Commission; and
- Provide technical advice to the Commission on all admin matters; and
- Provide technical assistance to the Commission, through Counsel, in developing any submission (if required) to other Government Agencies; and
- Involve and provide effective quality control of leadership matters through strategic and judicious involvement throughout the course of investigations; and
- Involve and provide quality control of all aspects of the functions of the Commission investigations under the *Organic Law on the Ombudsman Commission*; and
- Provide on-going advice, often of an informal and oral nature, to officers of the Commission.

4. MAJOR DUTIES

- Exercise delegated functions and powers assigned under the *Constitution* and the relevant Organic Laws;
- Provide legal and policy advice to the Commission on all aspects of its constitutional functions and operational activities;
- Assist DLS manage the operations of the Office of Counsel to ensure Ombudsplan targets are met;
- Exercise final quality control and approval of all draft reports and other documentary products presented to the Commission;
- Participate in high-level and complex investigations;
- Develop and maintain an effective system of liaison and co-ordination with other constitutional institutions and Government bodies;
- Co-ordinate preparation of policy submissions;
- Liaise with regional and international Ombudsmen and law enforcement institutions.
- Ensure that the channel of Communication and workflow within Office of Counsel is maintained
- Supervise the traction of the cases by conducting monthly case review on each case individual case in their Teams.
- Ensure to conduct weekly meetings to progress tasks allocated to members of the Team.
- Provide guidance to Senior Legal Officers and Legal Officers to ensure they discharge their duties in an appropriate manner.
- Ensure Cases do not get backlogged for more than six months.
- Ensure that all Senior Legal Officers make “1.5 (18) X Submission relating to matters under their carriage” in every Commission’s monthly meetings on the Constitutional matter held in the Head Office.
- Ensure that all Legal Officers make “1(12) X Submission relating to matters under their investigations” in every Commission’s monthly meetings on the Constitutional matter held in the Head Office.
- Ensure that the Senior Legal Senior Legal Officers vet and produce 3 X Final Reports annually.
- Ensure that the Legal Officers vet and produce 2 X Final Reports annually.
- Ensure that all Senior Legal Officers vet and produce a minimum of 3 X Right to Be Heard annually.
- Ensure that all Legal Officers vet and produce a minimum of 2 X Right to Be Heard annually.

5. NATURE AND SCOPE

Provide the Commission (through Counsel) with legal advice, as required under the *Constitution*, the Organic Laws and other legislation. Maintain the highest quality control component in the output of all substantive investigations under the *Constitution*, the Organic Laws and other legislation.

5.1 WORKING RELATIONSHIP

(a) Internal

- Members of the Commission
- Counsel to the Commission

- Secretary to the Commission
- Senior Management Team;
- Staff

(b) External

- Supreme Court and National Court through the National Judicial Services;
- Public Prosecutor/Public Solicitor;
- Other Government Bodies
- Private Sector where Ombudsman Commission powers extend

5.2 WORK ENVIRONMENT

Performance is guided by the *Constitution* the OLDRL, OLOC, other Organic Laws, legislation and guidelines so as to provide to the Commission (through Counsel) the highest quality output as demanded under Section 218 of the *Constitution*.

6. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

- Degree in law; and
- Is admitted to practice as a lawyer in Papua New Guinea; and
- Be a holder of a current practicing certificate; and
- Has practised law in a country with a legal system that, in the opinion of the Commission, is substantially similar to the legal system of Papua New Guinea.

(b) Knowledge

- Detailed knowledge of the Constitution, Administrative Law, all relevant Organic Laws, legislation, and Policies and Guidelines.
- Knowledge of contemporary team building, leadership and management development.
- Apply fair and equitable management practices to all aspects of work.
- Possess high level interpersonal, negotiation, interview and communication skills.
- Produce quality work, meet deadlines and establish work priorities that reflect the urgency and importance of specific tasks.
- Knowledge of contemporary leadership and management development.
- Apply the highest professional standards in law to the Commission.

(c) Skills

- Demonstrates a good understanding of machinery of government and constitutional authorities.
- Provides clear direction to others on Commission matters.
- Ensures that work planning and review processes reflect Strategic Plan and Ombudsplan priorities, and communicates these to staff.
- Encourages the participation of others.
- Actively encourages a diverse workforce to ensure an appropriate balance of personal style, ethnicity, gender and cultural backgrounds.

- Provides guidance to others (coaching, mentoring).
- Identifies development needs of others and ensures they are met.
- Recognises contributions by staff.
- Resolves workplace conflict.
- Sets high standards of work behaviour and acts as an example to others.

(d) Work Experience

- 10 years of experience in legal practice.
- Sound knowledge of civil law practice and procedures.
- Sound knowledge of criminal law practice and procedures.
- Sound knowledge of constitutional law practice and procedures is a must



RICHARD PAGEN
CHIEF OMBUDSMAN

Date: 07/08/25



TABITHA SUWAE
OMBUDSMAN

Date: 04/08/25



KEVIN KEPORE
ACTING OMBUDSMAN

Date: 05/08/2025