



**OMBUDSMAN COMMISSION
OF PAPUA NEW GUINEA**

JOB DESCRIPTION

1. IDENTIFICATION

OMBUDSMAN COMMISSION	SEQ. NO: 88	POSITION NO: COU05
DESIGNATION/CLASSIFICATION	Senior Legal Officer (Team 1) Cat "B", Gr 12	
DIVISION: Office of Counsel	LOCAL DESIGNATION: Head Office, Port Moresby	
UNIT: Team One (1)	REPORTING TO: Principal Legal Officer (Team 1)	POSITION NO: COU03
HIGHEST SUBORDINATE Legal Officer (Team 1) Legal Officer (Team 1)	REF NO: COU08 COU09	

HISTORY OF POSITION

POSITION REF.	DATE OF VARIATION	DETAILS
COU05	OC Decision No: M5-2024 of 23.05.24	As a result of restructure

2. PURPOSE

The position is created to assist the Commission with 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*; the *Organic Law on the Ombudsman Commission* and other relevant Laws including the Anti-discrimination and Human Rights.

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

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

- 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 services in respect of litigation where the Commission is a party.
- Provide legal and policy advice to the Commission on all aspects of its constitutional functions and operational activities.
- Exercise quality control and approval of all reports and other documentary products presented to the Commission.
- The channel of Communication and workflow within Office of Counsel is maintained whereby Senior Legal Officers report to the Principal Legal Officers.
- Attend weekly meetings to update the Principal Legal Officer on the progress of tasks allocated to members of the Team.
- Provide guidance to Legal Officers to ensure they discharge their duties in an appropriate manner.
- Ensure Cases do not get backlogged for more than six months.
- 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.
- Vet and produce 3 X Final Reports annually.
- Vet and produce a minimum of 3 X Right to be heard annually.

5. NATURE AND SCOPE

Provide to Counsel, (through DLS) 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

- Director Legal Services
- Principal Legal Officers
- Legal Officers

(b) External

- Supreme Court and National Court;
- 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 Papua New Guinea, or 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 for 5 years or more.

(b) Knowledge

- 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 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.
- Resolves workplace conflict.
- Sets high standards of work behaviour and acts as an example to others.

(d) Work Experience

- 5 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: 08/08/2025