



PAPUA NEW GUINEA CUSTOMS SERVICE

JOB DESCRIPTION

JOB DESCRIPTION INFORMATION	
Position Title:	ADVISING OFFICER - ADVISING
Report to:	DIRECTOR – LEGAL SERVICES
Immediate Supervisor:	SENIOR ADVISING OFFICER – ADVISING (CULS ...)
Division:	LEGAL SERVICES
Section:	ADVISING
Location:	Port Moresby
Classification/ Salary Range:	CUS 9/ K60,674 – K74, 153
Position n°:	CLUS 011
File n°:	

DUTY STATEMENT:

The overall responsibility of the Advising Officer – Advising is responsible for providing timely, accurate, and practical legal advice and support to the Chief Commissioner and the Papua New Guinea Customs Service on matters relating to customs law, administrative law, regulatory compliance, operational matters, contracts, and related legislative issues.

The position assists in legal research, preparation of legal opinions, review and drafting of contracts and agreements, preparation of correspondence and submissions, and basic legislative drafting under supervision. The Advising Officer contributes to ensuring that decisions, operations, and procedures of the Papua New Guinea Customs Service comply with applicable laws, policies, and government requirements.

The Advising Officer is expected to work collaboratively within the Legal Services Division and maintain professional standards, confidentiality, integrity, and accountability at all times.

KEY RESPONSIBILITIES

The Advising Officer – Legal Services shall perform the following duties and responsibilities:

Legal Advisory Services

- Conduct legal research and provide written and verbal legal advice on customs, excise, administrative, commercial, employment, procurement, and regulatory matters.
- Assist in interpreting and applying relevant legislation, regulations, policies, procedures, and government directives.
- Assist operational divisions and officers by providing legal guidance on compliance and enforcement matters.
- Prepare legal opinions, memoranda, briefs, reports, and correspondence for review by the immediate Senior Advising Officer.

Contract and Commercial Matters

- Draft, review, and advise on contracts, agreements, memoranda of understanding, deeds, procurement documents, and other legal instruments.
- Identify legal risks in contractual and operational matters and recommend appropriate mitigation measures.
- Assist in negotiations and consultations relating to commercial and operational agreements.

Legislative and Policy Support

- Assist in basic legislative drafting, amendments to legislation, regulations, rules, and internal policies.
- Assist in preparing Cabinet submissions, explanatory memoranda, drafting instructions, and legal policy papers where required.
- Review legislative and policy proposals to ensure consistency with existing laws and operational requirements.

Compliance and Operational Support

- Assist in ensuring that Customs operations and decisions are legally compliant and procedurally fair.
- Provide support on investigations, seizures, enforcement matters, and administrative decision-making processes.
- Assist in reviewing operational procedures and legal processes to improve efficiency and compliance.

Litigation Support

- Assist the Litigation Section where required by preparing briefs, reviewing evidence, compiling documents, and conducting legal research for court proceedings and tribunals.
- Liaise with internal and external stakeholders, including government agencies, private legal practitioners, and law enforcement agencies.

Administrative and Professional Responsibilities

- Maintain accurate legal records, files, and databases.
- Manage workloads efficiently and complete assigned tasks within required turnaround times.
- Maintain confidentiality and exercise sound professional judgment in handling sensitive legal matters.
- Perform other lawful duties as directed by the Senior Advising Officer, Principal Legal Officer, or Director – Legal Services.

EDUCATION AND EXPERIENCE:

The successful applicant must possess the following qualifications and experience:

- Bachelor of Laws (LLB) degree from a recognized institution.
- Admitted or eligible for admission to practice law in Papua New Guinea.
- Minimum of one (1) to three (3) years post-admission legal practice or relevant legal experience.
- Experience in legal advisory work, government legal practice, regulatory compliance, commercial law, or litigation is desirable.
- Knowledge or understanding of customs, excise, administrative, and regulatory laws is desirable.
- Experience in contract drafting and review.
- Exposure to legislative drafting or policy development would be an advantage.
- Experience working in government or public sector environments would be advantageous.
- Honesty and integrity in dealing with co-workers, management and clients.
- Proven ability to communicate effectively in written and spoken English with good organizational and analytical skills.
- Ability to work independently, work at a high level and work under pressure.

KEY COMPETENCIES AND SKILLS

The Advising Officer must demonstrate the following competencies and attributes:

Technical and Professional Skills

- Sound legal research and analytical skills.
- Ability to interpret legislation and apply legal principles to practical situations.
- Competent drafting skills, including legal opinions, contracts, correspondence, and basic legislative drafting.
- Good attention to detail and accuracy.
- Ability to identify legal risks and provide practical solutions.

Communication Skills

- Strong written and verbal communication skills.
- Ability to communicate legal concepts clearly and confidently to both legal and non-legal officers.
- Ability to prepare concise, accurate, and professional legal documents and reports.

Personal Attributes

- High level of honesty, integrity, transparency, and professionalism.
- Dedicated, reliable, and hardworking.
- Ability to work under pressure and meet strict deadlines and turnaround times.
- Willingness to work long hours or after hours when operationally required.
- Strong interpersonal and teamwork skills.
- Ability to maintain confidentiality.
- Self-motivated and able to work independently with minimal supervision.
- Positive attitude and willingness to learn and develop professionally.
- Strong organizational and time management skills.
- Commitment to public service values and ethical conduct and the values, mission and vision of the Papua New Guinea Customs Service.
- Displays integrity, models, behavior, develop people and builds teams

MINOR RESPONSIBILITIES

- Perform other duties as directed.

KEY PERFORMANCE INDICATORS (KPIs)

Performance may be assessed against the following indicators:

- Timely completion of assigned legal work and advice.
- Accuracy and quality of legal opinions and drafting.
- Compliance with operational turnaround times.
- Professional conduct and adherence to ethical standards.
- Quality of stakeholder engagement and communication.
- Contribution to legal and operational improvements within the Division.
- Ability to work collaboratively within the Legal Services Division.
- Overall contribution to the Legal Services Division annual targets.

WORKING CONDITIONS

- The position may require extended working hours, including after-hours work, depending on operational and legal requirements.
- The officer may be required to attend meetings, consultations, court proceedings, or operational activities as directed.
- The officer must maintain strict confidentiality in all legal and operational matters.

The Job description was completed in consultation with Division/Unit Heads whose signature appears below and approved by the Chief Commissioner of PNG Customs Service

DAVID TOWE
Chief Commissioner of
PNG Customs Service

Dated._____