



PAPUA NEW GUINEA CUSTOMS SERVICE

JOB DESCRIPTION

JOB DESCRIPTION INFORMATION	
Position Title:	ADVISING OFFICER – LITIGATION
Report to:	DIRECTOR – LEGAL SERVICES
Immediate Supervisor:	SENIOR ADVISING OFFICER – LITIGATION (CLUS 016)
Division:	LEGAL SERVICES
Section:	LITIGATION
Location:	Port Moresby
Classification/ Salary Range:	CUS 09/ k60,674 – K74,158
Position n°:	CLUS 016
File n°:	

DUTY STATEMENT:

The Advising Officer – Litigation is responsible for assisting in the administration and operation of the Litigation Section of the Legal Division by providing legal support, conducting legal research, preparing legal documents, and assisting in the conduct of litigation matters involving the Papua New Guinea Customs Service in the District Court, National Court, Supreme Court and other tribunals or quasi-judicial bodies pursuant to the relevant Customs laws and other applicable legislation.

The Advising Officer – Litigation shall perform duties under the supervision and direction of the Senior Advising Officer – Litigation and shall support the Litigation Section in ensuring that litigation matters are managed effectively, professionally, and within required timeframes.

The Advising Officer – Litigation reports directly to the Senior Advising Officer – Litigation. The Senior Advising Officer reports to the Principal Legal Officer – Litigation, who in turn reports to the Director Legal. Work and responsibilities may be delegated through this chain of command from the Director Legal to the Principal Legal Officer, to the Senior Advising Officer, and thereafter to the Advising Officer.

EDUCATION AND EXPERIENCE:

- Degree in Law from a recognized university.
- Admitted or eligible for admission to practice law in Papua New Guinea.
- Must have between one (1) to three (3) years post-admission legal practice experience or relevant legal experience.
- Demonstrated understanding of litigation practice and court procedures in Papua New Guinea.
- Basic understanding and knowledge of the Customs Act, Customs Regulations, and other relevant laws administered by the Papua New Guinea Customs Service and laws of PNG.
- Experience in legal drafting, legal research, preparation of court documents, and provision of legal advice will be an advantage.
- Experience working in government, statutory authorities, or regulatory agencies will be an advantage.
- Ability to manage multiple tasks and meet strict deadlines in a high-pressure working environment.
- Competent computer skills including proficiency in Microsoft Office applications and legal document management.
- Ability to maintain confidentiality and exercise sound professional judgment.
- Proven ability to communicate effectively in written and spoken English with good organizational and analytical skills.
- Ability to work independently, plan and work at a high level and work under pressure
- Honesty and integrity in dealing with co-workers, management and clients.

KEY COMPETENCIES:

The Advising Officer – Litigation should possess the following competencies and attributes:

- Strong analytical and problem-solving skills.
- Good written and verbal communication skills.
- Sound legal research and legal drafting skills.
- Ability to prepare clear, accurate, and concise legal opinions, submissions, briefs, and correspondence.
- Good interpersonal and teamwork skills with the ability to work collaboratively with officers, management, stakeholders, and external agencies.
- Ability to work independently with minimal supervision when required.
- Ability to work under pressure and complete tasks within required turnaround times.
- Willingness to work long hours or after hours when litigation matters require urgent attention.
- Honest, transparent, dedicated, disciplined, and hardworking.
- High level of integrity, professionalism, and ethical conduct.
- Ability to maintain confidentiality in handling sensitive legal matters.
- Strong organizational and time management skills.
- Commitment to the mission, values, and objectives of the Papua New Guinea Customs Service.
- Displays integrity, models, behavior, develop people and builds teams.

KEY RESPONSIBILITIES

The key responsibilities of the Advising Officer – Litigation include, but are not limited to, the following:

- Assist the Senior Advising Officer – Litigation in the conduct and management of litigation matters involving the Papua New Guinea Customs Service.
- Conduct legal research and provide legal advice, opinions, briefs on litigation matters and legal issues affecting the Organisation.
- Prepare and draft court documents including pleadings, affidavits, submissions, notices, applications, briefs, and correspondence for court proceedings and tribunal matters.
- Assist in representing and defending the Chief Commissioner of Customs and the Papua New Guinea Customs Service in litigation matters before the District Court, National Court, Supreme Court, and other tribunals or quasi-judicial bodies.
- Liaise with external lawyers, state agencies, law enforcement agencies, and relevant stakeholders in relation to litigation matters.
- Assist in reviewing investigation files and evidence to determine legal issues, litigation risks, and appropriate legal action.
- Monitor and manage litigation files to ensure compliance with court timelines, directions, and procedural requirements.
- Assist in ensuring that all litigation matters are conducted professionally, competently, and within required timeframes.
- Assist in reviewing and improving litigation processes, operational procedures, and legal compliance practices within the Organisation.
- Maintain proper records and filing systems for litigation matters and legal documentation.

- Assist in providing legal awareness and education programs to Customs officers and stakeholders regarding legal obligations and compliance requirements under Customs laws.
- Carry out delegated duties and responsibilities assigned by the Senior Advising Officer – Litigation, Principal Legal Officer – Litigation, or Director Legal.

MINOR RESPONSIBILITIES

- Perform other duties as directed.

KEY PERFORMANCE INDICATORS (KPIs)

The performance of the Advising Officer – Litigation shall be assessed against the following Key Performance Indicators:

Litigation and Legal Support

- Timely preparation and filing of court documents, legal submissions, affidavits, briefs, and correspondence within prescribed deadlines.
- Accuracy and quality of legal advice, legal opinions, and litigation documents prepared.
- Effective assistance in the management and conduct of litigation matters involving the Papua New Guinea Customs Service.
- Compliance with court directions, timelines, and procedural requirements in all assigned matters.
- Demonstrated ability to identify legal risks and provide practical legal solutions.

Legal Research and Advisory

- Conduct timely and comprehensive legal research on issues relating to Customs laws, administrative law, criminal law, taxation law, and other relevant legislation.
- Provide accurate and well-reasoned legal advice to internal stakeholders.
- Maintain up to date knowledge of relevant laws, court decisions, and legal developments affecting the Customs Service.

Work Management and Productivity

- Ability to manage assigned workload efficiently and meet turnaround times.
- Demonstrated ability to prioritize tasks and manage multiple litigation files simultaneously.
- Attendance, punctuality, reliability, and responsiveness to urgent legal matters.
- Willingness and availability to work after hours where operational or litigation requirements demand.

Professional Conduct and Integrity

- Maintain confidentiality and integrity in handling legal matters and sensitive information.
- Demonstrate honesty, transparency, professionalism, and ethical conduct at all times.
- Maintain positive working relationships with supervisors, colleagues, external counsel, courts, and stakeholders.

Teamwork and Communication

- Effective communication with supervisors and team members regarding assigned matters.
- Ability to work collaboratively within the Litigation Section and across the Customs Service.

- Demonstrated initiative, cooperation, and contribution to team objectives and Division goals.

Continuous Improvement and Capacity Building

- Participation in legal training, workshops, and professional development programs.
- Contribution towards improving litigation processes, legal procedures, and operational efficiency within the Legal Division.
- Assist in legal awareness and compliance education initiatives conducted by the Legal Division.

Compliance and Organizational Objectives

- Compliance with Papua New Guinea Customs Service policies, procedures, and lawful directions.
 - Contribution toward achieving the objectives, mission, and strategic goals of the Papua New Guinea Customs Service.
 - Uphold and promote the values and reputation of the Papua New Guinea Customs Service through professional performance and conduct.
-

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

DAVID TOWE
Chief Commissioner of
PNG Customs Service

Dated. _____