



PAPUA NEW GUINEAN
GOVERNMENT

JOB DESCRIPTION

JOB DESCRIPTION INFORMATION	
Position Title:	PARA LEGAL OFFICER
Report to:	DIRECTOR – LEGAL SERVICES
Division/Branch/Section:	LEGAL SERVICES
Location:	Port Moresby
Classification/ Salary Range:	CUS 08/ K54,563 – K66,689
Position n°:	CLUS 003
File n°:	

DUTY STATEMENT:

The Para-Legal Officer is generally responsible to perform supervisory responsibilities as administrative and secretarial support in accordance with Papua New Guinea Customs Service Administrative Orders to the Director's office and provides legal support to PNGCS.

EDUCATION AND EXPERIENCE:

- Bachelor or Diploma in legal Studies, preferably or other qualifications relevant to the position.
- Sound knowledge of PNG Customs act.2014 and standard operating procedures of Papua New Guinea Customs Service.
- Demonstrate a proven ability to communicate effectively in written and spoken English with good organizational and analytical skills.
- Ability to work independently, plan, lead, organize & Coordinate work at a high level and work under pressure
- Honesty and integrity in dealing with co-workers, management and clients.

KEY COMPETENCIES:

- Well groomed and attired and possess good interpersonal skills
- Shares the values, mission and vision of Papua New Guinea Customs Service.
- Displays integrity, models, behavior, and out-going personality and is a team player.

Honest and strong discipline with high ethical standards able to maintain confidentiality at all times in discharging his/her duties

KEY RESPONSIBILITIES

The key responsibility of the Para Legal Officer is to provide administrative and secretarial support for the Legal Section assignments and projects. Other responsibilities include;

- Analyses and organize office operations and procedures such as personnel, records management, supplies and equipments, etc....
- Ensure procedures and style practices for correspondence, reports and other Office documents are complied with.
- Prepare and process legal, general and confidential correspondence, including email and faxes,



- Plan Office layout, develop office administration operating budget, and initiate cost reduction programs.
- Manage calendar, coordinate schedules and independently make appointments.
- Screen and provide information in response to telephone calls, responding independently where possible.
- Organize and ensure maintenance of paper and computer records management/filing systems.
- In consultation with Director Legal Service to coordinate meetings, programs, or events by securing location and making other appropriate arrangements, preparing and issuing information and agendas and processing minutes or other necessary follow through information.
- Conduct Legal research and prepare reports, surveys, and other documents.
- Develop resources and methodologies that create timely and efficient workflow in the Legal Section.
- Arrange detailed travel plans and itineraries, compiling relevant document
- Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution..



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

Chief Commissioner
Ray Paul, OBE

Chief Commissioner
Ray Paul, OBE

Dated. _____

Approved By Papua New Guinea Customs Council

Dated _____

Ref:- PNGCC Decision N^o:..... Meeting N^o:.....



