



PAPUA NEW GUINEA PUBLIC SERVICE
JOB DESCRIPTION

1.0 IDENTIFICATION

AGENCY: Department of Information and Communications Technology	SYS. POSN. NO:	REF. NO:	
WING:	DESIGNATION/CLASSIFICATION: Legal Officer		
DIVISION: Executive Services	LOCAL DESIGNATION: Legal Officer		
BRANCH:	REPORTING TO: Principal Legal Counsel	SYS. POS. NO:	REF. NO: ICEX.05
SECTION:	LOCATION: TISA Ruma, Islander Drive, Waigani		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS

2.0 PURPOSE

The Legal Officer will be responsible for providing legal advice, guidance, and support on matters related to cyber or digital law, international cyber law and policy, commercial law, digital government initiatives, cybersecurity, cyber safety and cybercrime operations, and other ICT-related legal and policy issues within the PNG Department of Information and Communications Technology.

3.0 DIMENSIONS

This position is a graduate role and responsible for assisting the Principal Legal Counsel in all activities within the Department. The Legal Officer will work closely with various internal and external teams and stakeholders to ensure that all digital government initiatives and cybersecurity, cyber safety and cybercrime operations are in compliance with applicable laws, regulations, and policies.

FINANCE Annual Division budget	NO. OF STAFF SUPERVISED Direct: Nil Indirect: SOS	OTHER RESOURCES All Division assets
--	--	---

4.0 PRINCIPAL ACCOUNTABILITIES

The Legal Officer will be accountable for providing legal expertise and support in the areas of digital government and cybersecurity, cyber safety and cybercrime operations, ensuring compliance with relevant laws and regulations, and assisting in the development and implementation of legal strategies and policies.

5.0 MAJOR DUTIES

- 5.1 Provide legal advice and guidance on digital government initiatives, cybersecurity, cyber safety and cybercrime, and other ICT-related legal issues
- 5.2 Draft, review, and negotiate legislative drafting instructions, contracts, agreements, and other legal documents related to digital government and cybersecurity, cyber safety and cybercrime operations
- 5.3 Ensure that digital government initiatives and cybersecurity, cyber safety and cybercrime operations comply with applicable laws, regulations, and policies
- 5.4 Assist in the development and implementation of legal strategies and policies related to digital government and cybersecurity, cyber safety and cybercrime operations
- 5.5 Represent the department in administrative and judicial proceedings, as needed
- 5.6 Stay current with changes in laws and regulations related to digital government, cybersecurity, cyber safety and cybercrime, and ICT
- 5.7 Perform any other professional services or duties as required by the Secretary or the Principal Legal Counsel

6.0 NATURE AND SCOPE

As legal officer, the incumbent supports the successful implementation of legal services to the Department to ensure completion on schedule. Other roles of the legal officer are:

- Conduct legal research into targeted ICT issues as directed;
- Provision of legal and compliance data and information for use by the Department and relevant stakeholders;
- Assist in the preparation of legal and compliance discussion papers, research findings and NEC Submissions;
- Conduct regular meetings as and when delegated by the Principal Legal Counsel;
- Assist in the planning and preparation of annual budgets as delegated by the Principal Legal Counsel;
- Build and maintain work team culture, motivate and mentor non-legal staff to improve performance and commitment, and;
- Implement Covid-19 (Niupela Pasin) Policy.

6.1 WORKING RELATIONSHIP

Internal

Work closely with colleagues within the Digital Government and Information Delivery Wing, as well as with project managers, and other technical and non-technical staff in the department.

External

Collaborate with various government agencies, departments, teams, as well as external partners and stakeholders, to address legal issues and challenges.

6.2 WORK ENVIRONMENT

The Legal Officer will work in an office setting, with occasional travel to other locations as required for meetings, trainings, and other events.

7.0 CONSTRAINTS FRAMEWORK AND BOUNDARIES

- a. Rules/procedures: Adhere to departmental policies, guidelines, and best practices in legal matters related to digital government and cybercrime operations.
- b. Decision: Make decisions regarding legal advice, guidance, and support within the scope of assigned responsibilities and in line with departmental guidelines and objectives.
- c. Recommendations: Provide recommendations on legal strategies, policies, and improvements to enhance digital government and cybercrime operations.

7.1 Rules and Procedures

Adhere to departmental policies, guidelines, and best practices in legal matters related to digital government and cybercrime operations.

7.2 Decision

Make decisions regarding legal advice, guidance, and support within the scope of assigned responsibilities and in line with departmental guidelines and objectives.

7.3 Recommendation

Provide recommendations on legal strategies, policies, and improvements to enhance digital government and cybercrime operations.

8.0 CHALLENGES

- Staying current with the rapidly changing legal landscape related to digital government, cybercrime, and ICT
- Balancing multiple projects and priorities in a fast-paced, dynamic environment
- Ensuring compliance with applicable laws and regulations in the complex field of digital government and cybercrime operations

9.0 QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1 Qualifications

A Bachelor's degree in Law (LL.B) or equivalent, and a current restricted practicing certificate to practice law in Papua New Guinea.

9.2 Knowledge

Strong knowledge of Papua New Guinea laws and regulations related to digital government, cybercrime, and ICT. Familiarity with the digital government landscape and cybercrime operations is an asset.

9.3 Skills

- Excellent communication, negotiation, analytical, and interpersonal skills
- Ability to work effectively in a team and independently
- Strong attention to detail and accuracy.

9.4 Work Experience

At least 5 years of relevant experience in legal practice, preferably in a government or public sector setting, with a focus on digital government and/or cybercrime operations. Job placement with one of the registered law firms in Papua New Guinea for at least one month during the legal training period at the PNG Legal Training Institute is a bonus.