INDEPENDENT COMMISSION AGAINST CORRUPTION
PAPUA NEW GUINEA

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: INDEPENDENT COMMISSION AGAINST CORRUPTION (ICAC)	**ORG SQN NO:** 12	**POS. NO:** HCA002
OFFICE: DEPUTY COMMISSIONER OPERATIONS	**DESIGNATION/CLASSIFICATION:** SENIOR LEGAL OFFICER (ADVISORY)	
DIVISION: LEGAL SERVICES	**LOCAL DESIGNATION:**	
BRANCH: LEGAL	**REPORTING TO:** DIRECTOR HEARINGS & COMMISION ADVISORY	
UNIT: HEARINGS AND COMMISSION ADVISORY	**LOCATION:** HEAD OFFICE, PORT MORESBY	

HISTORY OF POSITION

POSITION REF.	DATE OF VARIATION	DETAILS

2. JOB CONTEXT

The Independent Commission Against Corruption (ICAC) is established by Part VIII Division 3 of the Constitution and the *Organic Law on the Independent Commission Against Corruption 2020* (OLICAC). The purposes of the ICAC are to contribute, in cooperation with other agencies, to preventing, reducing and combating corrupt conduct.

The Senior Legal Officer plays an important role in advancing the ICAC's objectives by executing tasks and responsibilities delegated by the Director Hearings and Commission Advisory (the Director), in line with the Legal Division's monthly, quarterly and yearly plan.

The Senior Legal Officer will collaborate effectively within the Legal Division and with other work areas of the agency. The position will also contribute to building and maintaining effective relationships with key stakeholders including the Office of the the Solicitor General, the Office of the State Solicitor, the Department of Justice and Attorney General, and the Courts.

3. JOB OVERVIEW

The Senior Legal Officer (Advisory) reports to the Director Hearings & Commission Advisory (the Director) and will support the Director to deliver three key functions within the Hearings and

Commission Advisory Team.

The three key functions within the Hearings and Commission Advisory Team are:

- **Litigation**: provide advice and representation to the Commission in relation to any legal proceedings involving the Commission, either directly or indirectly, including judicial review applications, constitutional and administrative law proceedings, interlocutory applications and appeals.

- **Legal advice:** provide legal and policy advice on non-operational matters and operational matters to the Members of the Commission, Executive Directors, and corporate teams.

- **Hearings:** support the Director to establish and implement the ICAC's hearings function. The Senior Legal Officer will be expected to perform the role of counsel assisting at ICAC hearings.

While the focus of this role is on providing advice to the Commission and to senior management, the Senior Legal Officer will also be expected to support the two other key functions, namely conducting litigation and assisting at Commission hearings.

The Senior Legal Officer will play a pivotal role in ensuring that the ICAC's mandate is carried out effectively and efficiently and in compliance with the OLICAC, any related legislation as well as internal policies and procedures.

Although the Senior Legal Officer will not have any direct reports, they will be responsible for providing support and guidance to the Legal Officers and Divisional support staff.

4. KEY RESPONSIBILITIES

- Provide sound, timely and impartial legal advice and support to the Members of the Commission, the Executive Directors, and other work areas, on a broad range of non-operational matters including but not limited to:
    - Contracts, procurement and commercial law generally
    - Disciplinary matters and employment law generally
- Provide advice and support to the Operations Division in relation to operational matters.
- Manage litigation on behalf of the ICAC including preparing pleadings, affidavits, submissions, interlocutory applications, appeals and liaison with exernal counsel, where required.
- Appear on behalf of the ICAC in the District, National or Supreme Court, as required.
- Undertake legal research and analysis as directed by the Director.
- Act as counsel assisting the Commission at Commission Hearings.
- Contribute to the development and implementation of relevant legal strategies and plans.
- Liaise with the Solicitor General's Office, the Office of the Public Solicitor, and private legal counsel, on matters involving the ICAC.
- Provide support and guidance to more junior members of the ICAC's Legal Division.

- Undertake other duties as required by the Director, the Executive Director Legal and the Deputy Commissioner Operations.

5. ESSENTIAL REQUIREMENTS FOR THIS ROLE

Educational qualifications

- A Bachelor Degree in Law.
- Admitted to practice as a lawyer in Papua New Guinea.
- Holder of a current practicing certificate (or immediately eligible to obtain a current practicing certificate).

Experience and skills

- A minimum of five (5) years' post-admission experience in legal practice with substantial experience in litigation and legal advisory work.
- Demonstrated experience practicising in constitutional law, administrative law and/or judicial review litigation, preferably involving public authorities or statutory bodies.
- Substantial experience in managing all aspects of civil litigation, including drafting and settling court documents, applications, affidavits, and submissions.
- Substantial experience providing legal advice in relation to one or more of the following areas of law:
    - constitutional law;
    - administrative law;
    - criminal law;
    - employment law; and/or
    - commercial law.
- Demonstrated experience as an advocate in courts or tribunals including experience appearing before the District, National and/or Supreme Courts of Papua New Guinea.
- Demonstrated knowledge of legislation, processes and procedures applicable in the civil jurisdiction.
- Demonstrated knowledge of the OLICAC, or the ability to rapidly acquire knowledge of the OLICAC.
- Excellent verbal and written communication skills.
- Demonstrated ability to exercise sound professional judgment, independence and objectivity when providing legal advice and conducting litigation.
- Highly developed interpersonal skills, including the ability to develop and maintain effective relationships with internal and external stakeholders, to support the Director and team members, to use initiative and to solve problems or challenges that arise.
- The ability to establish priorities, to work autonomously or with limited supervision, and to work as part of a team to achieve Team and Divisional Piorities.

Other Essential Attributes

- A commitment to honesty and integrity including by complying with strict confidentiality obligations in relation to information acquired by you in the course of your employment with the ICAC.

- Strong commitment to the ICAC's goals and objectives

- Strong commitment to adhering to the ICAC Code of Conduct and all ICAC policies and procedures.

6. HIGHLY DESIRABLE REQUIREMENTS FOR THIS ROLE

- Experience and knowledge of criminal law, criminal procedure and/or proceeds of crime legislation.