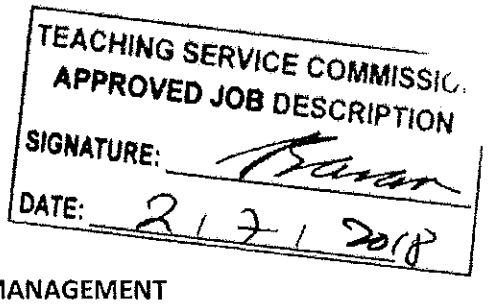


DEPARTMENT OF PERSONNEL MANAGEMENT

POSITION DESCRIPTION

TEACHING SERVICE COMMISSION

1. **Identification:**

	Position No: TSC.019
Division: POLICY AND PLANNING	**Designation/Classification:** SENIOR LEGAL OFFICER – GEN & ADVISING GRADE 14
Branch: POLICY	**Local Designation:** SENIOR LEGAL OFFICER – GEN & ADVISING
Section: LEGAL	**Reporting to:** PRINCIPAL ADVISOR – LEGAL **Position No:** TSC.017
Location: HEADQUARTERS – FINCORP HAUS	**Incumbent:**

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
ORG: 09/01	11/08/1994	RECLASS. RENO
PD: 20/99	19/04/1999	NO CHANGE
IMPL: 6-2-24	15/08/2007	REDES/RECLASS/REVISE DUTIES
ORT 4/11	31/01/12	RECLASSIFY
SCMC/-1-14/TSC/ek	19/08/2015	RENO/REDESIGNATE

2. **Position Purpose:**
   - The position advices and attends to all legal matters and prepares appropriate drafting instructions to make legislative changes for the Teaching Service Commission.

3. **Dimension:**
   - Finance: Nil
   - Staff: Nil
   - Equipment: 1x Desk top computer

4. **Principal Accountabilities:**

   4.1 Responsible to manage the investigations into all court matters, complaints and appeals from members of the Teaching Service on legal matters.

   4.2 Responsible to manage the appeals lodged under Section 48, 59,60,62,63 and 64 of the Teaching Service Act.

   4.3 Accountable to represent the Commission on court matters.

4.4 Accountable to manage the complaints channeled through the Ombudsman Commission Office.

4.5 Responsible to advice on legal matters arising out of appeals lodged under the Teaching Service Act and other Laws.

4.6 Responsible to manage the implementation of the Teacher Discipline Policy and Procedure Manual.

4.7 Responsible to manage fraud matters involving members of the Teaching Service.

4.8 Responsible to encourage and participate in the capacity building for the Legal Team of the Commission.

5. Main Duties.

5.1 Conduct investigations into court matters, complaints and appeals and provide write reports with recommendations to the Commission.

5.2 Conduct investigations into appeals lodge under Section 48, 59,60,62,63 and 64 of the Teaching Service Act and provide and write reports with recommendations to the Commission.

5.3 Appear in court and defend the Commission in court matters.

5.4 Investigate and write responses for Ombudsman Commission complaints.

5.5 Write responses for appeals under Section 48, 59,60,62,63 and 64 of the Teaching Service Act.

5.6 Write charges, suspensions and terminations notice for teachers who breach the TS Act.

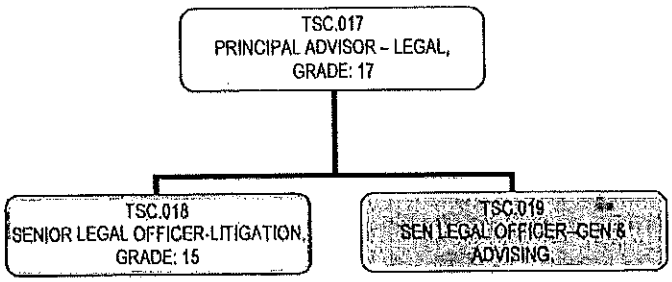
5.7 Write referral letter for fraud cases to the National Fraud Squad.

5.8 Provide briefs and debrief to lawyers of the Commission.

6. Nature and Scope:

6.1 Reporting Relations:

- The position is one of two (2) positions that report to Principal Advisor –Legislation. The other position is the Senior Legal Officer -Litigation.



6.2 Working Relations:

- Internal:Consult with Senior Officers of the Commission.

- External: Liaise with Provincial Education Office, National Department of Education, PNGTA Office, Department of Attorney General and State Solicitors Office.

6.3 Working Environment:

- The position is located at Waigani but is required to visit the State Solicitors Office and travel to provinces when required.

7 Constraints Framework and Boundaries:

- Rules/Procedures: Abides by the Teaching Service Act and Education Act and the PNG Constitution
- Decisions: Implement the decision of the Commission.
- Recommendations: Recommends changes to Determination and Instructions to the Commission.

8 Challenges:

- Ensure that research and recommendations are within the legal framework.

9 Qualification, Experience, Knowledge, Skills:

9.1 Qualification:

- A Degree in Law.

9.2 Experience:

- Minimum of 2 years' experience as a practicing Lawyer.
- Attending to Court matters.

9.3 Knowledge:

- Knowledgeable in the Teaching Service Act, Education Act, Public Service General Orders, Labor & Employment Act, the TSC Disciplinary Procedures manual and the Lawyers Code of Conduct.
- Court processes and procedures.

9.4 Skills:

- Research and Evaluation.
- Handling Legal matters.
- Computer literate in MS word, excel and Power Point.
- Written and verbal communication.
- Negotiation.
- Brief notes.

(The above principal accountabilities provides a basis for the incumbent officer's annual staff appraisal)

STAMP OF APPPROVAL: