

POSITION DESCRIPTION

Western Provincial Health Authority

AM4089 - Legal Officer

The **WESTERN PROVINCE PROVINCIAL HEALTH AUTHORITY (WPHA)** has embraced significant reform of health service delivery systems and therefore requires highly competent, professional persons to support the WPHA Board's reform agenda.

WPHA is seeking applications from exceptional candidates for the position of:

LEGAL OFFICER

Reporting to the Chief Executive Officer (CEO), the Legal Officer is responsible for both general and complex legal matters, identifying potential areas of risk and liability facing the WPHA. The Legal Officer is also the legal advocate for the PHA in courts, tribunal and inquiries and responsible for commissioning external legal advice as required.

Key Responsibilities:

- Developing and leading the PHA's corporate legal strategies
- Performing a significant role in over-seeing the delivery of legal services to assist in accomplishing the PHA's corporate goals, strategies and priorities
- Liaising with both the NDoH Legal Services Branch and the Attorney General's Department for ongoing legal services support, on behalf of the Chief Executive Officer and Board of the PHA
- Maintaining proper PHA corporate interactions with the relevant provincial, districts and local-level governmental bodies and the community at large
- Advising the PHA-CEO, PHA Board Members, and other senior executive officers and managers on a variety of issues and concerns, with possible legal implications
- Participating in the formulation of general management and operational policies as a member of the PHA's executive management team
- Ensuring effective communication practices are observed through standard procedures and processes
- Observing and complying with workplace policies and standards as set out in the GoPNG General Orders and other GoPNG administration manuals
- Ensuring current knowledge of contemporary financial management, human resource management, and operational management issues, including workplace health and safety, teamwork, employment equity, anti-discrimination, code of conduct, relevant awards and GoPNG General Orders
- Assisting with articulating the 'Vision' and 'Strategic Direction' for a single integrated and unified PHA health system within the Province.

Expected Competencies:

- Bachelor's Degree in Law and relevant certification with Diploma in Middle Management and other Post Graduate qualifications are desirable
- Have a current practicing certificate with the PNG Law Society/Bar equivalent
- Over 5 years of field experience as Legal Officer in a Legal Institution, Private or Public sector organization
- Sound knowledge of the Law and Pinole Code of PNG and associated processes
- Sound knowledge of various legislations including Public Finance (Management) Act, 1999, Provincial Health Authority (PHA) Act, 2007, Public Service General Orders, 2012, Public Service (Management) Act, 2014, Public Health Act and other relevant legislation
- Sound knowledge of PHA Management and governance structures, practices, organizational processes
- Sound knowledge of PHA's 5year Strategic Health Services Development Plan and 3year Corporate Plan

- Sound knowledge of the National Health Service Standards (NHSS) and National Quality Standards (NQS) for Health Services in PNG
- Sound knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint) applications
- Demonstrated high level legal proceedings process experience
- Superior written & verbal communication, interpersonal and computer skills
- Demonstrated skills in drafting sensitive or confidential correspondence and ability to coordinate tasks in a demanding work environment.

Candidates should recognize that the role of a Legal Officer cannot be undertaken within a standard 37- hour week. A high degree of flexibility is therefore required to effectively discharge the duties of the post, therefore work outside normal office hours will be required for dealing with visitors, attending meetings, handling, documenting and filing minutes and other correspondence in relation to general and complex legal matters.

This position is open to PNG citizens only.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the Application Form and follow the website instructions to forward to Vanguard International, including a detailed CV.

Alternatively, please call us on 7500 7500 or email recruitment@vanguard.com.pg for the full Job Description.

Applications close COB Friday 20th August 2021

Only shortlisted candidates will be contacted.

To apply for this position:

- Download and complete the Application Form from <http://www.vanguard.com.pg>.
- Email the application to recruitment@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview