

## POSITION DESCRIPTION

PNG Ports Corporation Limited

### **RR2642 - Manager Legal Services**

Reporting to the General Manager Corporate Services, this position is responsible for providing overall leadership of the Legal Department to ensure it contributes effectively to achieving the organization's goals and objectives and that it effectively manages the legal affairs of PNG PCL.

The position is also responsible for providing administrative support, company secretarial services and legal support to the Board of Directors and to ensure that the legal, administrative and statutory requirements of PNG PCL are attended to in a professional, ethical and timely manner.

It is essential that the Manager Legal Services establishes an environment where the Legal Department engages effectively with other divisions, in a way that ensures both internal customer needs and those of external agencies are understood and met.

### **Essential Competencies**

- A Degree in Law from a recognized University and a Practising Certificate issued by the PNG Law Society.
- A thorough knowledge of Commercial Law, Contract Law, Employment Law, Law of Torts, together with a general knowledge of Maritime Law and a minimum of 6 years as a senior practitioner of law in a private or commercial environment.
- Proven high level skills in advocacy, report writing, negotiation, interpretation of legal documents-including agreements and legislation.
- Have experience in effectively managing a legal team within a commercial environment, with a track record of competence as a "hands on" team leader, excellent communicator and person of proven high integrity.

### **Applications close on 19 March 2010**

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to [admin@vanguardpng.com](mailto:admin@vanguardpng.com) 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**