



BANK OF PAPUA NEW GUINEA

Position Description

Job Title	General Counsel
Reporting to	Governor
Location	Port Moresby, Bank of Papua New Guinea
Employment Type	National Contract

1.Role Description:

This position is responsible for managing the operations of the Banks legal Office and providing expert legal advice across the Bank. The incumbent will ensure comply with national and international legal framework, including Anti-Money Laundering and Counter Financing of Terrorism (AML/CFT) standards. More so, supports Corporate Strategy, regulatory monitoring, and engagement with stakeholders to safeguard the integrity of PNGs Financial system.

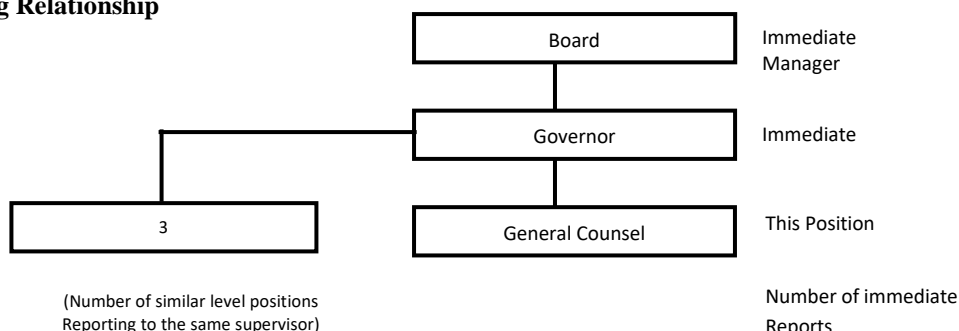
2.Responsibilities

- Coordinate Compliance Documents and Keep accurate records
- Coordinate Shareholder Communication
- Coordinate Regulatory compliance, Corporate Governance and Policy Development
- Coordinate Risk Management and Provide Legal Support
- Contribute as appropriate to the performance of other functions and to the overall achievement of BPNG's strategic Objectives.

3.Requirements

- **Education:** The incumbent must hold a Master Degree in Law from a recognized University; be admitted as a Legal Practitioner to the national and Supreme court of Papua New Guinea and holds Current practicing certificates to practice in Papua New Guinea
- **Experiences:** Professional experience of ten (10) or more years on post admission practice as a lawyer in Commercial Law and a Litigation Legal Services, managing bank's risk, knowledge to deliver accountabilities and demonstrate the requisite competencies and values of the positions. Knowledgeable in corporate governance principles, legal requirements and regulatory framework.
- **Professional/Technical Skills/Attributes:** The GC must possess intermediate Technical skills in Compliance/Legislation, Contract management, Industry Knowledge, Negotiation, People management Process, knowledge in drafting Legal Documents, knowledge in Civil Litigation, Commercial Law such as Conveyance, Alternative Dispute Resolution and Criminal Litigation. The prospect candidate must have excellent communication skills, planning and organizational skills, be result oriented, provide work of high quality and demonstrate drive and determination to maximize own performance while being result oriented and work collaboratively as part of the Department team to deliver the accountabilities of the position.

4.0 Reporting Relationship



Refer also to the full Organisation Chart

5. Working Relationship

The General Counsel will have to maintained the following internal & external relationship:-

1. Internal

- a. Be directly accountable to the Governor of Bank of Papua New Guinea, Board, Individual Directors,
- b. Have indirect accountability to the Corporate Secretariat.
- c. Collaborate with Corporate Secretariat Staff and management.
- d. Managers and staff from other Bank Functional Groups with common interest.

2. External

- a. The Minister for Treasury
- b. The Prime Minister
- c. Attorney General and Minister for Justice
- d. Director FASU
- e. Royal Papua New Guinea Constabulary (RPNGC)

6. Authority Levels:

No Authority Level

<u>Functions</u> Governance	<u>Objective 4.</u> Sound and resilient prudential framework to ensure and maintain financial instability <u>Objectives 5.</u> International obligations are satisfied & relationship strengthened <u>Objectives 6.</u> Consumer interests are protected and safeguarded
<u>Goals 4</u> Enhance and protect financial system stability and integrity	<u>KRA's 4.1-4.5</u> Financial institutions are diverse, credible and trustworthy, driving global transactions and supporting international trade. <u>KRA's 5.1-5.5</u> PNG's international obligations are met and partnerships successfully implemented.

7. Bank Values:

Integrity	with integrity we build good governance and credibility.
Transparency	with transparency our decisions stand scrutiny.
Accountability	through accountability we take responsibility for our decisions and actions.
Efficiency	with efficiency we produce quality results on time and on budget
Professionalism	through professionalism we strive for best practice
Team work	through team work we benefit from sharing skills, knowledge and experience.