



BANK OF PAPUA NEW GUINEA

Position Description

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

Role Description:

This position plays a pivotal role in providing legal support and advice on commercial transactions, contracts, agreements, and other business related matters. The Legal Officer- Commercial assist in drafting and reviewing commercial contracts ,ensuring compliance with applicable Laws and regulations, and mitigating legal risks to safeguard BPNG's interest.

Responsibilities

1. Contract Drafting and Reviews

- Assisting in drafting, reviewing, and negotiating commercial contracts, agreements, and other legal documents ,including loan agreements, vendor contracts, and service agreements
- Ensure that contractual terms and conditions are clear, accurate, and complaint with legal requirements and BPNG s policies.

2. Legal Advisory and Interpretation

- Provide timely and accurate legal advice and interpretation on commercial matters, including contracts interpretations, rights, and obligations under agreements, and legal implications of business decisions
- Collaborate with internal stakeholders to address legal issues and facilitate decision-making processes related to commercial transactions.

3. Compliance Oversights

- Monitor and ensure compliance with applicable laws, regulations, and industry standards governing commercial activities, including banking regulations, consumer protection laws, and contract law.
- Develop and implement compliance procedures and guidelines to mitigate legal risks associated with commercial transactions.

4.Risk Management

- Identify, assess, and mitigate legal risks and liabilities arising from commercial activities, contractual relationships, and business operations.
- Conduct legal research and analysis to anticipate potential legal issues and provide proactive recommendations to mitigate risks.

5. Due Diligence and Transaction Support

- Conduct legal due diligence reviews of potential business partners, vendors, and counterparts to assess legal and regulatory risks associated with proposed transactions.
- Prepare and maintain contract templates, standard forms, and contract management tools to streamline the contracting process and enhance efficiency.

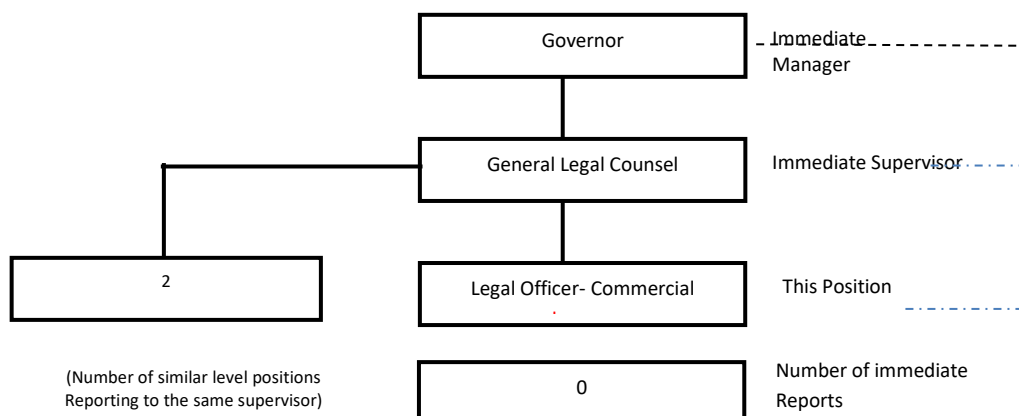
6.Documentations and Record Keeping

- Maintain accurate and organized records of commercial contracts, agreements, and legal documents, ensuring proper documentation and storage in accordance with BPNG's policies and procedures.
- Prepare and maintain contract templates, standard forms, and contract management tools to streamline the contracting process and enhance efficiency.

Requirements

- Bachelor's Degree in Law from recognized institutions; admission to practice in the National and Supreme Court of Papua New Guinea is required.
- Minimum of 5+ years of relevant experience in commercial law practice, preferably in a law firm, corporate legal department, or financial institution.
- Current Practicing Certificate with PNG law Society
- Strong understanding of commercial law principles, contract Law, and corporate governance practices applicable to commercial transactions.
- Demonstrate experience in drafting and negotiating commercial contracts, agreements, and legal documents, with a focus on clarity, accuracy, and risk mitigation.
- Knowledge of banking regulations ,financial industry practice, and relevant regulatory framework is desirable
- Excellent analytical and problem –solving skills, with ability to assess legal risks and provide practical solutions to complex commercial issues.
- Strong communication and interpersonal skills, with the ability to interact professionally with internal stakeholders, external counsel, and business partner.
- Proficiency in legal research, writing, and documentations, with attention to detail and accuracy in legal analysis and documentation

Reporting Relationship



Refer also to the full Organisation Chart

Working Relationship

The Commercial Lawyer will establish and maintain the following internal and external relationship

1. Internal

- Be accountable to the General Counsel.
- Collaborate with Internal Legal staff, management and other functional groups with common interest.

2. External

- Third party service providers.
- Other external clients outside of the office with common interest.

Authority Levels:

No Authority Level

<u>Functions</u> Governance	<u>Objectives 4.</u> Sound and resilient prudential framework to ensure and maintain financial stability. <u>Objective 5.</u> International Obligations are satisfied & relationship strengthened <u>Objective 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.

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
Teamwork	through team work we benefit from sharing skills, knowledge and experience.