



## **POSITION OVERVIEW – LEGAL COUNSEL**

**Position:** Legal Counsel

**Reports To:** CIPE Country Director, Papua New Guinea

### **Background:**

The Center for International Private Enterprise (CIPE) strengthens democracy around the globe through private enterprise and market-oriented reform. CIPE is one of the four core institutes of the National Endowment for Democracy, and is an affiliate of the US Chamber of Commerce. Since 1983, CIPE has worked to build the political, market and civic institutions vital to a democratic societies and private sector led economies. CIPE's key program areas include anti-corruption, public governance reform, support of civil society, property rights, economic empowerment of at-risk communities, and opening political space in closed societies. This position in Papua New Guinea is funded through CIPE's women's economic empowerment project in the country, funded by the U.S. Department of State and the Australian Department of Foreign Affairs and Trade (DFAT). The position is on a contract basis.

In Papua New Guinea, CIPE is implementing a women's economic empowerment project funded by the U.S. and Australian governments. The overarching mission of this CIPE project is to create an entrepreneurial ecosystem for women in Papua New Guinea through establishing a Women's Business Resource Centre (WBRC), integrating entrepreneurship into the curriculum of Papua New Guinean universities, and providing technical assistance to women's business organizations in PNG. The WBRC will be housed at:

Century 21 Building  
Lot 51, Section 35, Kunai Street, Hohola  
(PO Box 599)  
Konedobu, NCD  
PAPUA NEW GUINEA

The WBRC serves as a resource hub for women of all backgrounds, from university-educated women with an interest in starting a business to women with limited formal education with a desire for basic skill development. The WBRC offers training and professional education workshops, access to information, mentorship programs, and coworking space so that women entrepreneurs can quickly access the resources needed, especially as they recover from the devastating impact of COVID-19. To meet WBRC members' growing desire for more advanced content, CIPE envisions the WBRC to be a laboratory for innovative programming and tailored entrepreneurship content, organized into higher-level fee-based certificate courses, free basic

entrepreneurship and learning courses, WBRC membership inclusive of events and services, and other revenue-raising services.

CIPE is currently registering the WBRC as a Technical Vocational Education and Training (TVET) Centre for Entrepreneurship. The impetus to register the WBRC as a TVET focused on entrepreneurship instead of a different legal entity came from the demands of the WBRC users themselves. This is seen as a result of two main reasons: a natural progression of learning resulting in knowledge acquisition and demand for advanced content, as well as members' desire for official qualification of their learnings. The WBRC recently embarked on the next steps to register as a private TVET provider with the PNG National Training Council. The curriculum building process is currently underway but will require additional consultation to ensure courses meet quality standards as dictated by local law and various industry-specific regulations.

### **Role Summary:**

CIPE PNG is seeking a part-time Legal Counsel who will be responsible for managing the legal portfolio for CIPE programs in PNG and day-to-day legal tasks of the WBRC. The Legal Counsel is expected to advise the CIPE Country Director and CIPE DC on legal and compliance risks of their projects and operations. The Legal Counsel is also expected to provide general research and analysis on regulatory and policy questions, especially as it relates to legal registration processes, meeting national criteria, and local labor laws. This position requires demonstratable knowledge and experience in PNG law, and the ability to provide timely documentation of substantiated legal research and opinions. The candidate should be available to support activities related to CIPE's women's empowerment programs in Port Moresby as needed under a retainer agreement.

### **Primary Duties to be Performed:**

#### Providing advice and expertise

- Provide legal advice, expertise, and opinions on CIPE PNG and WBRC-related legal matters, particularly in the design and execution of projects. Advice should be provided through not only verbal communication but also by written documentation.
- Analyze, research, and advise on project-related questions, especially in relation to registering the WBRC as a Technical and Vocational Educational Training (TVET) Centre for Entrepreneurship.
- Identify barriers in the field operation and provide solutions through legal support, including research and potential negotiations.
- Advise the CIPE Country Director and CIPE Asia Team's Program Officer on the monitoring of legal and compliance risks in the field, when applicable.
- Advise the CIPE Country Director and CIPE Asia Team's Program Officer on risk issues and concerns in projects and operations, especially in matters of project feasibility.

#### External Counsel

- Solicit and manage external counsel or other such legal advisors as needed for the execution of legal tasks required as part of projects of practice management and development.
- Manage any external legal relationships connected to operational matters.

#### Contracts and Procurement

- Support procurement processes and contracting activities as needed.

#### **Qualifications:**

- An active member in good standing in PNG's legal field as a certified, practicing lawyer.
- 5 years or more of experience in legal counsel.
- Fluency in Tok Pisin required, with excellent English composition.
- Background knowledge in PNG taxation, legal registration, and education laws highly desired.
- Ability to explain complex legal documents and legislation to an audience not of a legal background.
- Ability to synthesize and evaluate complex information and provide input on relevant decisions.
- Strong organizational and interpersonal skills. Detail-oriented and able to handle multiple tasks with limited supervision, working in a fast-paced, global environment, supporting projects with multiple deliverables or dependencies.
- Demonstrated ability to develop, establish and maintain good relationships with partners and donors.
- Ability to work both in a team environment and independently with minimum supervision.
- Strong project management and presentation skills; proven ability to strategize and push forward program initiatives.
- Ability to work efficiently with colleagues or partners in different time zones.
- Computer skills, proficiency in MS-Office, specifically Word, Excel, Outlook, and One Drive are required. Additionally, internet research skills, familiarity with telecommunications platforms such as Skype and Zoom are also required.
- Candidate must be eligible to work in PNG and based in Port Moresby.

#### **To Apply:**

To apply for this exciting opportunity, please submit a resume, cover letter, 2-page writing sample, and three (3) references for the Legal Counsel position posted under "Opportunities" at [www.cipe.org](http://www.cipe.org). Only candidates selected for an interview will be contacted. No phone calls please.