

**PAPUA NEW GUINEA PUBLIC SERVICE****JOB DESCRIPTION****1. IDENTIFICATION**

<b>AGENCY:</b> Department of Communication & Information Technology	<b>SYS. POSN. NO:</b> 0580000049	<b>REF.NO</b> ICEX.10
<b>OFFICE:</b>	<b>DESIGNATION/CLASSIFICATION:</b> GESI Officer      Grade 14	
<b>DIVISION</b> Executive Branch	<b>LOCAL DESIGNATION:</b> GESI Officer	
<b>BRANCH:</b> <b>HUMAN RESOURCE</b>	<b>REPORTING TO:</b> Manager GESI	<b>SYS. POS. NO:</b> 0580000048
<b>SECTION:</b>	<b>LOCATION:</b> Waigani-Port Moresby	

**HISTORY OF POSITION**

<b>FILE REF.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
Org: 1/00	17 <sup>th</sup> March 2021	Created

**2.0 PURPOSE**

Under the guidance of the GESI Manager, the GESI officer is responsible for the efficient and effective coordination of GESI related activities through research and development of appropriate systems, processes and policy framework in Gender Equity and Social Inclusion Implementation to all stakeholders involved officers of DPM. Working closely with the GESI Manager, the post holder will have a range of key accountabilities and responsibilities

**3.0 DIMENSIONS**

The GESI Officer position is located within the Executive Division, therefore the budget for the activities and operation of the GESI is included with the Branch Budget.

Financial: Nil	Total Staff Supervised: Direct: Reports to the Manager GESI	Created
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**4.0 PRINCIPAL ACCOUNTABILITIES**

- Efficient and effective coordination and interpretation of the GESI Policy and alignment of the policy to the Public Service Legislations, policies, systems and procedure

- Effective research, review and evaluation of appropriate GESI related policies to infuse best practice.
- Sound advice and recommendation of appropriate policies on GESI to the officers.
- Develop GESI awareness strategies to deliver GESI activities, programs and workshop using ITC services
- Effective maintenance of complaints database
- Assist GESI Manager in prompting implementing modalities including trainings/marketing and communication plan.

## **5.0 MAJOR DUTIES**

- Assist the GESI Manager to administer GESI matters for the sector in line with the work plan for the branch.
- Provide sound interpretation on GESI in line with the Public Service (Management) Act, GESI Policy, and relevant legislations, policies and government circulars relevant to GESI
- Undertaken research, review and evaluate appropriate GESI related policies to promote best practice in the public service
- Provide advice/feedback to the GESI Manager and recommend appropriate policies/mitigation options on GESI.
- Ensure efficient and effective utilization of project resources for the intended purpose in the project
- Facilitate gender sensitising trainings and other GESI related initiatives.
- Report on progress of the project, challenges and concerns related to GESI to Manager GESI

## **6.0 NATURE AND SCOPE**

The Job focuses on coordination of GESI implementation across the public service with the main focus on Mainstreaming, supporting the GESI implementation/ facilitate the training of Male Advocates, identifying and implementing strategies to support women in leadership roles and overseeing agency focal points. The position must also ensure all research data and client complaints are properly recorded into a database and effectively monitored for sound reporting purpose

## **7.0 WORKING RELATIONSHIP**

- The incumbent as and when required liaises and consults with counterparts from other line departments and DPM.
- Liaises with GESI Manager, Male Advocacy Network, Donors, Individuals, HR team and Department of DPM
- Reporting immediately to GESI Manager.
- Frequent contacts with all levels of DICT Management.

## **8.0 WORK ENVIRONMENT**

This position reports directly to the Manger GESI and regularly consults and liaises with supervisors and subordinates within the Branch/Division and affected individuals.

## **9.0 POSITION REQUIRMENT**

The person will be subject to Police and Medical Checks prior to engagement. The applicant will pose all or some of the following requirements

### **9.0 Skills/Knowledge**

Good knowledge of:

- Public Service (Management) Act 2014, other relevant Acts
- General Orders, Business Processes
- PS Code of Business Ethics
- National Public Service GESI Policy & related policies
- Public Finance (Management) Act, Public Service Policies, Procedures, Practices and Systems

Skills - Ability to demonstrate the following at a high level: -

- Leadership & management
- Written and Oral (presentation) communications
- Interpretative and research & development
- Public Relations & Inter-personal
- Negotiation & Problem Solving
- Investigation, Analytical, Listening, time management & Computer (Microsoft Word, Excel spreadsheet)

## **10 Education Qualification**

A Degree in Management or other Social Science field of studies or a Diploma or Certificate in HRM, or other qualifications acceptable related to the position.

### **9.3 Experience**

A minimum of 3-5 years of work experience on implementation of GESI and 1-2 years supervisory experience preferably in the Public Sector is essential