



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY/DEPARTMENT: PRIME MINISTER & NEC	SYS. POSN. NO:	REF. NO: HRM 17	
OFFICE:	DESIGNATION/CLASSIFICATION: GESI OFFICER <i>Grade 14</i>		
DIVISION: CORPORATE SERVICES	LOCAL DESIGNATION: GESI OFFICER		
BRANCH: HUMAN RESOURCES MANAGEMENT	REPORTING TO: PRINCIPAL ADVISOR	SYS. POS. NO:	REF. NO: DPM 10-04
SECTION: GESI	LOCATION: WAIGANI		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ORG: 2/2016	08/04/2016	Abolished / Created

2. PURPOSE

To assist the Principal Advisor - GESI to efficiently and effectively coordinate 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 and members of the community in its designed locality.

3. DIMENSIONS

Financial - Nil	Staff supervised – Nil	Others - Nil
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4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Ensure sound coordination and interpretation of the GESI Policy and alignment of the policy to the Public Service Legislations, policies, systems and procedures.
- 4.2 Effective research, review and evaluation of appropriate GESI related policies to infuse best practice.
- 4.3 Sound advice and recommendation of appropriate policies on GESI to clients.
- 4.4 Effective GESI implementation to all stakeholders and members of the community.
- 4.5 Effective maintenance of complaints database.
- 4.6 Effective and timely reporting on section activities on a weekly basis

5. MAJOR DUTIES

- 5.1 Assist in implementing GESI matters for the sector in line with the work plan for the branch.
- 5.2 Assist in providing sound interpretation on GESI in line with the Public Service (Management) Act, GESI Policy, and relevant legislations, policies and government circulars relevant to GESI.
- 5.3 Assist to carry out research, review and evaluate appropriate GESI related policies to promote best practice in the public service.

- 5.4 Assist in liaising with sector agencies for better understanding of their corporate priorities and business contexts to enable thorough GESI implementation.
- 5.5 Assist to provide advice/feedback to clients and recommend appropriate policies/mitigation options on GESI.
- 5.6 Assist support the senior GESI Officer facilitate training for Male Advocate
- 5.7 Assist to provide closure and sound advice to clients reporting complaints at the GESI help desk.
- 5.8 Prepare reports and recommendations on GESI complaints through the Manager for DPM Secretary's approval/noting and decision. Except on complaints that involve members of the Executive Management, to report complaints to Manager to directly report to DPM Secretary.
- 5.9 Prepare reports and recommendations on GESI administration matters through the Manager for DPM Secretary's approval/noting.
- 5.10 Maintain the database on the number and category of complaints as well as research data.
- 5.11 Attend meetings and report on meeting outcomes.
- 5.12 Provide progressive weekly activity report on all assigned activities to the Manager.

6. NATURE AND SCOPE

The job focuses on coordination of GESI implementation across the department with the main focus on Mainstreaming, identifying and implementing strategies to support women in leadership roles and overseeing agency focal points.

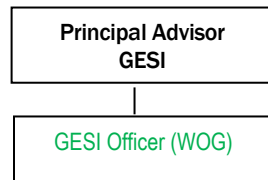
The position must ensure all research data and client complaints are properly recorded into a database and effectively monitored for sound reporting and planning purposes.

The scope of the job is limited to Provincial Administrations, National Departments, Public Hospitals, PHAs and Government Funded Agencies.

6.1 WORKING RELATIONSHIPS

(a) Internal

- The GESI position is the only position that reports directly to Principal Advisor.



- Regularly consults and liaises with supervisors and subordinates within the Branch/Division and affected individuals in the department.

(b) External

- The incumbent as and when required liaises and consults with counterparts from other line departments and provincial administrations.
- Liaises with HRM Managers, GESI Focal points, Male Advocacy Network, Donors, Individuals, Heads of Departments or their delegates of all National and Provincial Departments.

6.2 WORK ENVIRONMENT

The position is administrative and is located in Waigani however, when required, official visits to government agencies within and outside of National Capital District to undertake GESI awareness is inevitable.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures –Job operates within the precincts of the Public Service (Management) Act 2014, Public Service General Order, Code of Conduct and Business Ethics, Public Finance (Management) Act, DPM

Circular Instructions. Constraints will be due to amendments to policies and legislations and restrictions imposed through government circulars and instructions like redrafting of human resource management policies, practices and procedures.

Decision- Effective and appropriate advice on the implementation processes relating to delegated powers from the Secretary under Section 23 of the Public Service (Management) Act 2014.

Recommendations - Facilitate effective process on GESI practices within the department and the Department of Prime Minister and NEC have direct network and integration. .

8. CHALLENGES

- Key challenges for the job include: effective implementation of the Section Work Plan, records management, timely, effective and efficient execution and completion of GESI roll out program and resource constraints.
- Uphold work ethics as the position will be dealing with personal problems of staff both men and women.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

A Degree in Management or other Social Science field of studies or a Diploma in HRM, or other qualifications acceptable by Secretary DPM

(b) Knowledge – Good knowledge of:

- Public Service (Management) Act 2014, other relevant Acts, Vision 2050, MTDP
- General Orders 2014 and GO Business Processes
- PS Code of Business Ethics
- GESI Policy & related policies
- Public Finance (Management) Act
- Public Service Policies, Procedures, Practices and Systems
- SCMC Act, District Development Authority Act/PHA Act

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

- 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)

(c) Experience

A minimum of 3 years of work experience on implementation of GESI in the Public and Private Sector.