



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Justice & Attorney General	SYS. POSN. NO:	REF NO: DJAGEX.30
OFFICE:	DESIGNATION/CLASSIFICATION: GESI Coordinator Gr. 16	
DIVISION: Executive Management	LOCAL DESIGNATION: GESI Coordinator	
BRANCH:	REPORTING TO: Secretary & Attorney General EX. 06	REF NO: DJAGEX.01
SECTION:	LOCATION: Waigani	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
HRM 8.20/EM: 31/04	31 ST APRIL 2014	Created

2. PURPOSE

The Department of Justice & Attorney General operates through eleven key result areas. These are: (1) Legal Policy & Governance, (2) Office of the Solicitor General, (3) Office of the State Solicitor, (4) Village Courts & Land Mediation Secretariat, (5) Probation Services, (6) Juvenile Justice Services, (7) Parole Services, (8) Restorative Justice & Crime Prevention, (9) Public Trustee Services, (10) Lands Tribunals, and (11) Corporate Support Services, consisting of Finance, Human Resources Management, Information Management, and Planning & Monitoring. The Department delivers these services through 3 Divisions (Legal Policy & State Legal Services, Justice Administration and Corporate Administration) each led by a Deputy Secretary.

The role of the Manager GESI is to oversee and provide strategic advice in research, development of appropriate systems, processes and policy framework in Gender Equity & Social Inclusion Implementation to all stakeholders involved and members of the community in its designated locality.

3. PRINCIPLE ACCOUNTABILITIES

- Realization of and effective and efficient management of the Branch Activities and Resources
- Effective and appropriate strategies, work programs and budgets for the branch developed

- Sound and timely advice to the Agency Head on GESI Policy matters provided.

4. MAJOR DUTIES

- To manage and coordinate a GESI focal point network in the agency or provincial level and liaise with other agency focal points for learning, development and best practice
- Act as an adviser on GESI Mainstreaming in all aspects of work of the agency
- Report directly to Secretary & Attorney General on all GESI matters
- To ensure mainstreaming of GESI Principles and Values and promote the GESI Tool kit for the development of local policies and practice and in application of the General Orders and specifically General Orders 20
- Incorporate GESI into the Corporate Planning Process, Management Action Plans and Budget
- Develop and Implement capacity building program to enhance understanding of GESI
- Coordinate development of workplace policies & strategies on GESI & cross-cutting issues such as HIV/AIDS and Disability
- Evaluation & Monitoring changes in attitudes and behaviour
- Track and report on progression of key policy initiatives including but not restricted to the numbers of women in decision making and leadership roles and the numbers of people receiving GESI training
- Provide and procure GESI Learning, development and training for all staff
- Coordinate GESI related dispute resolution & referrals to external agencies or senior officers for further action
- Represent the department in meetings or workshops on issues of GESI
- Provide secretariat services to the GESI COP Meetings and Male Advocacy Network
- Seek out development and learning opportunities and participate in Regional or Agency Programs
- Promoting the implementing modalities including training workings, marketing and Communication Plans and use of GESI Tool kit
- Responsible for facilitating and coordinating agency GESI committee meetings
- Perform other duties in consistent with the above or as directed.

5. NATURE AND SCOPE

5.1 WORKING RELATIONSHIP

a) Internal

- Head of Agency
- Liaise and consult with Divisional Heads, Managers and officers.

b) External

- Liaise and consult other government agencies to facilitate secretariat services for the GESI COP Meetings
- Be the department's conduit to developing external partnerships promoting GESI
- Establish a good working relationship with managers of GESI in other departments in implementing GESI and establishing networking
- Consult with Agency head in rolling out issues of GESI.

6. QUALIFICATIONS, EXPERIENCES AND SKILLS

a) Qualifications

- The minimum entry qualification is a Degree in Community Health, Social Sciences, Women & Development Studies or Sociology from a recognized University.

b) Knowledge

- Must possess a proficient level of understanding of:
 - Public Service (Management) Act and Regulations
 - General Orders especially General Order 20 as amended
 - Public Service Code of Conduct
 - Public Finance (Management) Act
 - Organic Law on Provincial and Local Level Government
 - Public Service Policies, Procedures and Systems
 - Employment Act
 - ILO Conventions
 - United Nations Gender Equality and Human Rights Convention
- Have some basic knowledge on computing application
- Conversant with GESI issues in the country
- Highly conversant with knowledge on National Public Service Gender Equity and Social Inclusion Policy Principles and Values
- Has understanding on rights based (lens) approach.

c) Skills

- Ability to demonstrate the following skills at a proficient level:
 - Written and Oral (presentation) communications
 - Report writing
 - Analytical and research
 - Planning & development of project
 - Management of people skills
 - Public relations
 - Inter-personal
 - Active/reflective skills
- Possess a highly developed emotional intelligence
- Demonstrated ability to develop sustained partnerships and networks
- Able to develop strategies or plans and be able to implement and monitor it
- Able to work in a team and under pressure and to initiate, plan and organize own work to meet deadlines
- Has developed theoretical application of gender mainstreaming in public service systems and processes.

d) Experience

- Have a minimum of 3-5 years of experience working in a GESI related role.