



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: PERSONNEL MANAGEMENT	SYS. POSN. NO: 1490000398	REF. NO: DPM 07-10
OFFICE:	DESIGNATION/CLASSIFICATION: Assistant Male Advocacy Network & WIL Officer Gr.10	
DIVISION: Gender Equity and Social Inclusion (Whole of Government Coordination) GESI (WOGC)	LOCAL DESIGNATION: Male Advocacy Network and Public Sector Women in Leadership (MAN & PSWIL)	
BRANCH: Male Advocacy Network and Public Sector Women in Leadership (MAN & PSWIL)	REPORTING TO: Senior MAN & WIL Officer SYS. POS. NO: REF. NO: DPM 07-8	
SECTION: VARIOUS	LOCATION: Central Government Office WAIGANI	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
Org:1/2020	01 July 2020	Create

2. PURPOSE

- 2.1 Assist Senior Officer coordinate capacity building programs, source and deliver relevant training to key personnel working on implementing GESI within their respective agencies. Programs such as the Public Service

Male Advocacy Network (PSMAN) and the Public Service Women in Leadership (PSWIL).

3. DIMENSIONS

- 3.1 Financial – Nil
- 3.2 Staff supervised – Nil
- 3.3 Others – Nil

4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Ensure that GESI issues across public sector agencies are addressed, regularly monitored and evaluated to ensure specific outcomes are achieved.
- 4.2 Assist with relevant GESI training programs, InformationCommunication-Education (IEC) materials are produced and delivered to internal and external stakeholders.
- 4.3 Assist the GESI Whole of Government Coordination team and respective agencies GESI managers with guidance and leadership to drive the implementation of the GESI policy.

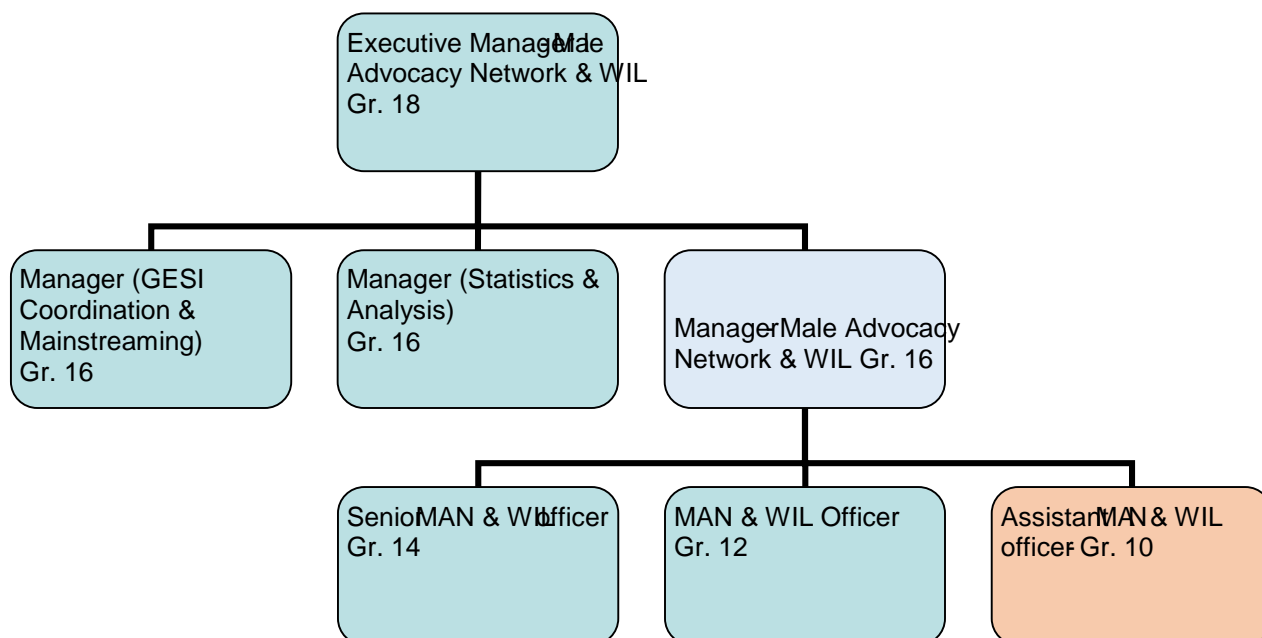
5. MAJOR DUTIES

- 5.1 Assist GESI managers and HR/Training managers, training providers, stakeholder networks to source or design appropriate training programs, Information, Education, Communication materials to be used for sensitization and mainstreaming of GESI principles and values.
- 5.2 Assist Senior MAN & WIL Officer develop, manage coaching and mentoring programs for Public Service Women in Leadership including the coordination of women empowerment and social inclusion programs.
- 5.3 Assist Senior MAN & WIL Officer in ensuring all research data and client complaints are properly recorded into a database and effectively monitored for sound reporting purposes.

6. NATURE AND SCOPE

The Assistant Male Advocacy Network & WIL Officer will be responsible for assisting the GESI coordination Team for the whole of government in the implementation of the GESI Policy.

6.1 WORKING RELATIONSHIPS



(a) Internal

- The Asst. Male Advocacy Network & WIL Officer is required to establish a network among counterparts across public sector agencies and stakeholders either at the national, international or regional level.
- Collaborate with GESI Managers, HRM Managers, GESI Focal points, Public Sector Male Advocates.

(b) External

- Collaborate with GESI Managers, HRM Managers, GESI Focal points, Public Sector Male Advocates, Development Partners, Service Providers, Heads of Departments or their delegates at National and Provincial level to monitor, evaluate and report on the impact of the GESI policy.

6.2 WORK ENVIRONMENT

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

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Rules/procedures – Job operates within the precincts of the Public Service (Management) Act, 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-

8. CHALLENGES

Key challenges for the job include: effective implementation of the divisions Work Plan, records management, timely, effective and efficient execution and completion of GESI capacity building programs which may delay due to resource issues such as funding.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

9.1 Qualifications

A Degree in Social Work, psychology or an appropriate discipline 1-2 years of experience.

9.2 Knowledge – Excellent knowledge of:

- Public Service (Management) Act, other relevant legislations
- Public Service General Orders and Business Processes
- PS Code of Business Ethics
- GESI Policy & other related policies or materials
- Public Service Policies, Procedures, Practices and Systems
- International Conventions and Treaties regarding gender equity and social inclusion

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

Written and Oral (presentation) communications

- Policy analysis, research & development
- Public Relations & Inter-personal
- Negotiation & Problem Solving
- Investigation
- Computer applications (Microsoft Word, Excel spreadsheet)

9.4 Experience

A minimum of 1-2 years of relevant work in research, capacity building programs, developing and implementing training programs related to or similar to GESI preferably in the Public Sector setting is essential.