



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: <i>Department of Personnel Management</i>	SYS. POSN. NO: 1490000384	REF. NO: <i>DPM 11-16</i>
OFFICE: <i>Corporate Affairs & Capability Building</i>	DESIGNATION/CLASSIFICATION: <i>Snr GESI Officer, Grade 14</i>	
DIVISION: <i>Strategic Human Resource Management (SHRM)</i>	LOCAL DESIGNATION: <i>Snr GESI Officer</i>	
BRANCH: <i>GESI</i>	REPORTING TO: <i>Manager GESI</i>	SYS. POS. NO: 1490000383 REF. NO: <i>DPM 11-15</i>
SECTION: <i>GESI</i>	LOCATION: <i>Central Government Office, Waigani</i>	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ORG: 1/2016	Approved 29/03/2016	Create
Org: 1/19	02 July 2019	Reno, Revised JD

2. PURPOSE

- Responsible to the Manager 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 in DPM

3. DIMENSIONS

- Financial – Nil
- Staff supervised - Nil
- Others – Nil

4. PRINCIPLE ACCOUNTABILITIES

- 4.1 Efficient and effective 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 Administer GESI matters for the sector in line with the work plan for the branch.

5.2 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.

5.3 Undertake research, review and evaluate and implement appropriate GESI policies to promote best practice in DPM.

5.4 Provide advice/feedback to clients and recommend appropriate policies/mitigation options on GESI.

5.5 Support the Manager to facilitate training of Male Advocates.

5.6 Provide closure and sound advice to clients reporting complaints at the DPM GESI help desk.

5.7 Prepare reports and recommendations on GESI complaints through the Manager for DPM Secretary's approval/noting and decision.

5.8 Prepare reports and recommendations on GESI administration matters through the Manager for DPM Secretary's approval/noting.

5.9 Prepare reports and recommendations on GESI administration matters to the Manager for DPM Secretary's approval.

5.10 Ensure maintenance of a database on the number and category of complaints as well as research data.

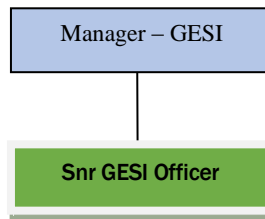
5.11 Attend meetings and report on outcomes.

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 in DPM with the main focus on Mainstreaming, 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 purposes.
- The scope of the job is limited DPM staff only.

6.1 WORKING RELATIONSHIP



(a) Internal

- This position is one of two positions that reports directly to the GESI Manager.
- 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

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 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.

7.2 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 and allocation of work assignments to subordinate officers.

7.3 Recommendations

- Facilitate effective approval process on contract administration practices by line departments.

8. CHALLENGES

- Key challenges for the job include: effective implementation of the Section Work Plan, records management, timely, effective and efficient execution and implementation of GESI programs and resource constraints.

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

(c) 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)

(d) Work Experience

- A minimum of three (3) to five (5) years of work experience on implementation of GESI and 2 years supervisory experience preferably in the Public Sector is essential.