



**DEPARTMENT OF PERSONNEL MANAGEMENT**

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**CIRCULAR INSTRUCTION NO 08 OF 2014.**

Date : July 4, 2014.

File : SEC: 1-4-12(A)

To : **ALL NATIONAL DEPARTMENT HEADS  
ALL PROVINCIAL ADMINISTRATORS  
HEADS OF PUBLIC SECTOR AGENCIES  
CEO'S OF HOSPITALS AND PUBLIC HEALTH AUTHORITIES**

Subject: **CREATION GESI POSITIONS IN AGENCY STRUCTURE AND  
INCLUSION OF GESI ACTIVITIES INTO MANAGEMENT ACTION  
PLANS FOR APPROPRIATE BUDGET SUBMISSION.**

***Purpose***

The purpose of this Circular Instruction is to inform all Department Heads, Provincial Administrators and Heads of Agencies about the next phase of implementing the Gender Equity and Social Inclusion (GESI) Policy.

***Background***

The National Public Service Gender Equity and Social Inclusion (GESI) Policy was approved by *NEC Decision No: NG172/2012* on December 13, 2012 and launched on January 30, 2013, by the Minister for Public Service on behalf of the Prime Minister.

*Circular Instruction No 7 of 2013* issued on March 20, 2013, to all National Department Heads, Provincial Administrators, heads of public sector agencies and CEOs of Hospitals and Public Health Authorities directed the implementation of the GESI policy.

Ongoing implementation planning sessions are being conducted with Departments, Agencies and Provincial Administrations to discuss the policy content and strategies for implementation and mainstreaming. One such strategy is the appointment of

GESI Focal Points and GESI Committees to be responsible for overseeing the implementation of the policy in the respective organisations.

*Creation of GESI Positions in Agency Structure*

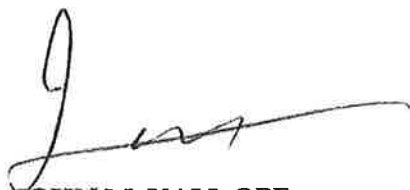
Accordingly to give prominence to the implementation of the GESI policy and to strengthen the roles of GESI focal points, all Departmental Heads, Provincial Administrators and Heads of Agencies are required to undergo a DPM GESI Policy Implementation Planning session in order to;

1. Create GESI positions in their organisation structure at a manager/supervisory level reporting directly to the head of the organization. Additional subordinate positions can be created if the need arises; and  
*(Details of other major duties, skills required, knowledge and accountabilities are included in the draft job description and a full list of agencies already attended DPM GESI Policy Implementation Planning Sessions are attached.)*
2. Include GESI activities into the Corporate Plans and Management Action Plans; and
3. Make submissions to the Department of Treasury for appropriate budget allocation for the GESI positions and activities.

*Enquiries*

All enquiries in relation to this circular instruction can be directed to the following;

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JOHN M, KALI, OBE

Secretary