

JD Summary: Manager - Gender Equity and Social Inclusion (GESI)

Agency: Western Province Administration	Salary Grade: 16
Reporting to: Provincial Administrator	Location: Provincial Headquarters, Daru
Position Number: 0710000935	Designation: WPEX. 02

PURPOSE:

This position leads and oversees resources and functions of the Gender Equity and Social Inclusion (GESI) team to ensure effective and efficient management of all GESI implementation related activities through development of appropriate systems, plans, processes and policy frameworks to improve GESI Mainstreaming within Western Province Administration in sectors, districts and at all organisational levels in accordance with relevant legislation and national policies.

The Position also provides a supportive role to the Provincial Administrator and has a significant advisory role to Deputy Provincial Administrators and Divisional Managers in the Provincial Administration and the Districts and Local Level Government's (LLGs) on all facets of provincial and district GESI Mainstreaming activities.

PRINCIPAL ACCOUNTABILITIES

1. Manage and motivate the GESI Officers and Focal Points including initiating appropriate hiring, training and performance evaluations to foster a productive and collaborative work environment;
2. Effectively interpret the national GESI Policy and Toolkit and ensure alignment of the WPA policy implementation with Public Service Legislation, policies, systems and procedures;
3. Prepare GESI implementation plans to mainstream GESI activities within WPA Sectors, Districts, and LLGs and link to Budgets;
4. Develop GESI awareness strategies including training/marketing and communication plans to deliver GESI activities, programs and workshops and other training modalities for sectors, districts and LLGs;
5. Provide guidance and direction to enhance WPA GESI Officers and Focal Points effectiveness in implementing strategies that support women in leadership roles;
6. Provide sound advice and recommendations on GESI related policies to WPA officers and ensure effective maintenance of GESI complaints database particularly as WPA continues to implement digital platforms;
7. Ensure the requirements of all legislation pertinent to GESI are complied with including but not limited to the Organic Law on Provincial Governments and Local-level Governments, the Public Services Management Act, the Public Service Code of Ethics and the Gender Equity & Social Inclusion (GESI Policy); and
8. Actively contribute to all corporate requirements of the WPA including planning, budgeting, reporting, and Human Resources Management activities where required.

SELECTION CRITERIA

Qualifications: A Degree in Business, Management, Public Administration, Gender Studies, Social Sciences or another field deemed related to the position by the PNG Department of Personnel Management. A Masters Degree in a relevant field is preferred and can be an advantage.

Knowledge

- Sound knowledge of inclusive practices and implementing of GEDSI initiatives and the National Public Service GESI Policy & related policies;
- Working knowledge of public services management, provincial government “budget and project cycle” and donor funding processes;
- Significant understanding of PNG diverse culture, norms and traditions in relation to GESI aspects;
- Understanding of teams and how to build and maintain a high performing team; and
- Understanding of PNG Public Service Legislation including the Organic Law on Provincial Governments and Local-Level Governments, the Public Services (Management) Act and the Local Government Administration Act and the Public Service Code of Ethics and relevant Public Service General Orders and Policies.

Experience

- A minimum of 3-5 years of work experience on implementation of GESI and 1-2 years supervisory experience in the Public Sector or a deemed equivalent corporate role;
- Proven cultural awareness, with a high degree of cultural sensitivity and ability to navigate complex issues;
- Experience working with multi-disciplinary teams and external stakeholders; and
- Experience developing GESI capacity building resources, delivering training and providing ongoing technical support.

Skills

- Management level leadership, change management, advocacy, negotiation, problem solving and decision making skills;
- Superior communication (written and public speaking) and interpersonal skills;
- Demonstrated ability to work with organisations representing vulnerable and marginalised groups such as people with disability and rural and poor women;
- Capacity to utilise computer programs to support the operations of the WPA; and
- Service oriented approach, with a high degree of professionalism and commitment to supporting the operational / corporate environment of the WPA.