

NATIONAL STATISTICAL OFFICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: Dept. NATIONAL PLANNING & MONITORING	SYS. POSN. NO: 02600000213	REF. NO: NSO 03
OFFICE: NATIONAL STATISTICAL OFFICE	DESIGNATION/CLASSIFICATION: GESI OFFICER GRADE 14	
DIVISION: OFFICE OF THE NATIONAL STATISTICIAN	LOCAL DESIGNATION: GESI OFFICER	
BRANCH:	REPORTING TO: NATIONAL STATISTICIAN	SYS. POS. NO: 0260000001
SECTION:	LOCATION: WAIGANI	REF. NO: NSO 01

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
ODD: 6/1/24	14/12/2015	CREATE (DPM CIR.INSTR. 08/2014)
ODD: 6/1/24	20/04/2018	STRUCTURE APPROVED
ODD: 6/1/24	11/04/2020	IMPLEMENT STRUCTURE

2. PURPOSE

To oversee and provide strategic advice in research, development of appropriate systems, processes and policy framework in Gender Equality & Social Inclusion Implementation to all stakeholders involved and members of the community in its designated locality

3. DIMENSIONS

The position plays the custodian role in the GESI related issues in its designated localities to ensure the desired outcomes in line with the purpose are archive.

4. PRINCIPLE ACCOUNTABILITIES

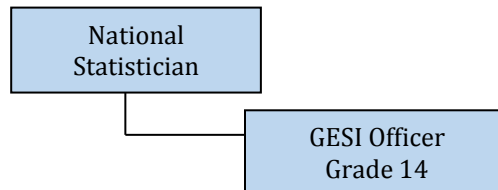
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| 4.1 | Realization of effective and efficient management Branch Activities and Resources | |
| 4.2 | Effective and appropriate strategies, work programs and budgets for the position are | developed |
| 4.3 | Sound and timely advice to the Agency Head on GESI Policy matters | |

5. MAJOR DUTIES

1. To manage and coordinate the GESI focal point network in the agency or provincial level and liaise with other agency focal points for learning, development and best practices
2. Act as an advisor on GESI Mainstreaming in all aspect of work of the agency
3. Report directly to the National Statistician on all GESI Matters
4. To ensure mainstreaming of GESI Principles & Values and promote the GESI Tools for the development of local policies and practice and in application of the General Order 20
5. Incorporate GESI into the Corporate Planning Process, Management Action Plans, and Budget
6. Coordinate development of workplace policies & strategies on GESI & cross –cutting issues such as HIV/AIDS and Disability
7. Develop and implement capacity building program to enhance understanding of GESI, Evaluate & Monitor changes in attitude and behavior
8. Represent the Organization in meetings or workshops on issues of GESI
9. Responsible for facilitating and coordinating agency GESI committee meetings

6. NATURE AND SCOPE

The position is within the section head level of the organization and reports directly to National Statistician as depicted in the structural framework.



6.1 REPORTING AND WORKING RELATIONSHIP

Internal

- Reports directly to the National Statistician
- Liaise and consult with Divisional Heads, Managers and officers

External

- Be the Organization's conduit to developing external partnership promoting GESI
- Establish a good working relationship with managers of GESI in other departments in implementing GESI and establishing network
- Consult agency head with rolling out issues of GESI

6.2 WORK ENVIRONMENT

The position plays the specialist and administrative role within agencies to ensure the importance of Gender Equality and Social Inclusion is adequately promoted in a holistic manner in achieving government aims and objectives.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

GESI Policy against other established rules and the preparedness of ordinary members of the communities in undertaking the rationale of gender initiative.

8. CHALLENGES

- The effective and efficient management and implementation of programs on GESI which has not been fully digested in the public service
- Meeting and liaising with various people in established institutions and communities to promote GESI.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

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

(b) Knowledge

- 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 Governments
- Public Service Policies, Procedures and systems
 - Employment Act
 - ILO Conventions
 - United Nations Gender Equality and Human Rights
- Basic computer knowledge
- GESI issues in the country

(c) Skills

- Ability to demonstrate the following skills at a proficient level;
 - ✓ Written and Oral (presentation) Communications
 - ✓ Report Writing
 - ✓ Analytical and Research
 - ✓ Planning and development of projects
 - ✓ Management of people skills
 - ✓ Public Relations
 - ✓ Inter-personal
 - ✓ Active/Reflective skills
 - ✓ Able to develop strategies or plans and be able to implement and monitor it
 - ✓ Be able to work in a team to initiate, plan and organize own work to meet deadlines
 - ✓ Application of public service systems and processes

(d) Work Experience:

A minimum five (5) years working in an administrative role or in a managerial position.