



## PAPUA NEW GUINEA PUBLIC SERVICE

DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION

Date: 24/09/2025

### JOB DESCRIPTION

#### 1. IDENTIFICATION

<b>AGENCY:</b> DEPARTMENT OF FINANCE	<b>SYS. POSN. NO:</b>	<b>REF. NO:</b> DFGESI.001
<b>OFFICE:</b> LEVEL 4, TWIN TOWER 1	<b>DESIGNATION/CLASSIFICATION:</b> MANAGER, GRADE 16	
<b>DIVISION</b>	<b>LOCAL DESIGNATION:</b> GENDER EQUITY & SOCIAL INCLUSION	
<b>BRANCH:</b> EXECUTIVE	<b>REPORTING TO:</b> DEPUTY SECRETARY – SUPPORT SERVICES	
<b>SECTION:</b> GENDER EQUITY & SOCIAL INCLUSION	<b>LOCATION:</b> TWIN TOWER 1, WAIGANI	

#### HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	24.03.2025	Revised according to Re-org

#### 2. PURPOSE

To oversee operations and activities of Gender Equity & Social Inclusion (GESI) Unit and to implement strategies and work programs. Provide strategic advice in research and development of appropriate systems, processes and policy framework to the Secretary on GESI matters.

#### 3. DIMENSIONS

The Manager – Gender Equity Social Inclusion reports directly to the Secretary. The manager supervises a team including:

- Senior Focal Point Officer - GESI
- Focal Point Officer - GESI (2 Staff)

#### 4. PRINCIPAL ACCOUNTABILITIES

To assist the Deputy Secretary – Support Services with effective leadership and management of GESI Policy and coordination by providing timely advice, information and reports.

#### 5. MAJOR DUTIES

- Act as an adviser on GESI activities, policies and issues whilst maintaining all aspects of work of the Department of Finance.
- To ensure mainstreaming GESI Principles and Values as articulated into the local policies, practices and in line with the General Orders.
- Develop and implement capacity building programs to enhance the understanding of GESI.
- Coordinate the development of workplace policies and strategies on GESI and cross- cutting issues as HIV/Aids and disability.
- Implementation of GESI policy and monitoring changes in attitudes and behaviour within the Department of Finance
- Coordinate GESI related disputes resolution and referrals to external agencies for further action.
- Represent the department in workshops on issues of GESI.
- To manage and coordinate the GESI focal point network within the agency or provincial level, and liaise with other agency Focal Point Managers and Officers
- Provide secretariat services to the GESI Meeting and Male or Female Advocacy Network.
- Oversee development and learning opportunities and participate in Regional or Agency GESI programs.

#### 6. NATURE AND SCOPE



## 6.1 WORKING RELATIONSHIP

### (a) Internal

- Report to Secretary – Department of Finance.
- Supervise Senior Focal Point Officer and Focal Point Officers.
- Liaise with all staff across the Department of Finance

### (a) External

- Interact with relevant Provincial and Local Level Governments, District Administrations, National Departments and Statutory Authorities on standards, policy and reporting matters.

## 6.2 WORK ENVIRONMENT

This role is an administrative role and holds supervisory responsibility for other staff.

## 7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

Key Legislation and government policies that govern the work of Department of Finance include:

- Public Service (Management) Act 2014
- Public Service General Orders 2012
- Public Finance (Management) Act 1995 and related instructions
- Public Service Policies on Accounting, Procedures, Systems and Practices
- Government Accounting Systems
- Organic Law on Provincial and Local Level Government
- Income Tax Act
- Customs Tariff Act
- Goods and Services Tax Act
- Fiscal Responsibility Act
- PNG Vision 2050
- PNG Medium Term Strategic Plan (2010 – 2030)
- PNG Medium Term Development Plan
- Gender Equity & Social Inclusion Policy
- Internal Department of Finance Policies and Procedures
- Ethics and Value-based Executive Leadership & Management Capability Framework
- Current Corporate Plan and Annual Operational Plan.

Recommendations and decisions made that will affect the whole of Department of Finance are based on the above regulations and policies.

## 8. CHALLENGES

- Public Service General Orders require all public sector employees to have a career plan in place – their respective departments and training should be linked to career paths. Contribute to the alignment of personal goals with divisional goals, in open communication and cooperation with management, and contribute to a work environment appropriate for the work and conducive to shared employee well-being.
- Department of Finance is operating within limited resources which may constrain, among other things, remuneration options. Other Public Service imposts may, from time to time, similarly constrain resourcing and development capacity. In addition, gaps created as result of staff turnover or staff undertaking long term study can influence priorities and resource allocation. It is important that people are aware of the potential impact of a broad array of resource limitations.
- Contribute to identifying and acquiring the skills and knowledge to perform tasks to produce the desired output. Ensure that all supervised staff are trained on the operation of all specific IT or other tools relevant to efficiently undertaking their roles and responsibilities.

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## 9. QUALIFICATIONS, KNOWLEDGE, EXPERIENCES AND SKILLS

### Qualifications and Experience:

- Have a Bachelor Degree in disciplines such as Social Psychology, Social Works or Human Resource Management from a recognized tertiary institution;
- Minimum 5-7 years work experience in social worker settings and women's studies;
- Exposure working as a social worker/advisor with issues relating to women in workplace;
- Experience at an equivalent level of employment with similar levels of responsibility;
- Understanding of HIV and Aids and Gender Equity/Equality issues in PNG.

### Knowledge:

- Knowledge of all relevant legislation, Acts, and Laws including the Public Finances (Management) Act, the Public Service General Orders;
- Knowledge of the Organic Law on Provincial and Local Level Government, and PNG Government Legislation;
- Fair knowledge of laws, legislation, legal principles, and legal practices in general;
- Comprehensive knowledge of PNG Public Service systems.

### Skills and Abilities:

- Effective Leadership abilities and skills;
- Ability to counselling staff and provide advice or assistance when required;
- Demonstrated personal drive, commitment and resilience;
- Possess the abilities and personal qualities of honesty, fairness, and professionalism;
- Excellent written and oral communication skills;
- Demonstrated active interpersonal and negotiation skills.

**NOTE:** This job description is not designed to be all-inclusive. Employee may perform other related duties required to meet the ongoing needs of the Department.

### STATEMENT OF ACKNOWLEDGEMENT AND COMMITMENT:

I (insert employee name) ..... Have been provided with a copy of my Job Description and I am fully aware of the duties, responsibilities and accountabilities of the **Manager Gender Equity Social Inclusion, Grade 16**. Under the terms and conditions of the Public Service and in line with the Code of Conduct I agree to undertake the duties prescribed to the best of my ability at all times.

Employee Name:..... Date:.....

Employee Signature:.....(print)

Supervisor Name:..... Date:.....

Supervisor Signature;..... (print) Supervisor Title:.....

Division Head Name:..... Date:.....

Division Head Signature:..... Division Head Title:.....