



DEPARTMENT OF FINANCE  
APPROVED JOB DESCRIPTION

Date: 24, 09, 2025

## PAPUA NEW GUINEA PUBLIC SERVICE

### JOB DESCRIPTION

#### 1. IDENTIFICATION

AGENCY:	SYS. POSN. NO:	REF. NO:
DEPARTMENT OF FINANCE		DFGESI.002
OFFICE:	DESIGNATION/CLASSIFICATION:	
LEVEL 4, TWIN TOWER 1	SENIOR GESI OFFICER, GRADE 14	
DIVISION:	LOCAL DESIGNATION:	
	GENDER EQUITY & SOCIAL INCLUSION	
BRANCH:	REPORTING TO:	
	MANAGER – GENDER EQUITY & SOCIAL INCLUSION	
SECTION:	LOCATION:	
GENDER EQUITY & SOCIAL INCLUSION	TWIN TOWER 1, WAIGANI NCD	

#### HISTORY OF POSITION

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

#### 2. PURPOSE

To assist with the operations of Gender Equality and Social Inclusion (GESI) Unit by providing monthly status reports of GESI activities, ensure timely recording of complaints and referrals and provide mentoring and coaching for all staff in Department of Finance.

#### 3. DIMENSIONS

The Senior GESI Officer - GESI reports to the Manager – GESI and supervises two (2) Focal Point Officers – GESI.

#### 4. PRINCIPAL ACCOUNTABILITIES

To assist the Manager - GESI, with the coordination of GESI policy and activities by providing data, information and preparing reports.

#### 5. MAJOR DUTIES

- Ensure there is proper coordination of GESI activities for staff in Department of Finance and liaise with other Agency Focal Point Officers for improved learning and development.
- To ensure mainstreaming GESI Principals and Values as articulated in the local policies and practices and in line with the General Orders.
- Assist with the implementation of capacity building programs to enhance the understanding of GESI.
- Assist with the development of workplace policies and strategies on GESI and cross-cutting issues such as HIV/Aids and disability.
- Assist with the implementation of GESI activities and monitoring of changes in attitudes and behavior in the Department of Finance.
- Assist with the coordination of GESI related dispute resolution and referrals to the Manager or external agencies for further action.
- Represent the department in workshops on issues of GESI.
- Assist by providing secretariat services to the GESI Meeting and Male or Female Advocacy Network.
- Assist with organising development and learning opportunities and participate in Regional or Agency programs.

#### 6. NATURE AND SCOPE

##### 6.1 WORKING RELATIONSHIP

**(a) Internal**

- Report to Manager- GESI.
- Supervise Focal Point Officer(s) – GESI.
- Liaise with other staff across the Department of Finance

**(b) External**

- Interact with relevant Provincial and Local Level Governments, District Administrations, National Departments and Statutory Authorities on GESI 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 decision made that will affect the whole of Department of Finance and 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.

## 9. QUALIFICATIONS, KNOWLEDGE, EXPERIENCES AND SKILLS

### Qualifications and Experience:

- Bachelor Degree in disciplines such as Social Psychology, Social Works or Human Resource Management from a recognized University;
- Three (3) years of relevant work experience social worker settings and women's studies;
- 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 (but not limited to) 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.

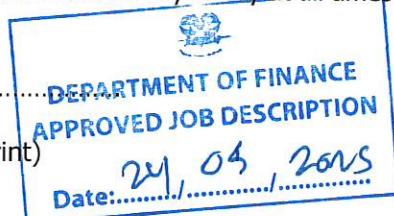
**NOTE:** This job description is not designed to be all-inclusive. Employee may perform other related duties required to meet the ongoing needs of the Department.

### 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 **Senior Gender Equity Social Inclusion –Officer, Grade 14**. 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:.....

