

**JOB DESCRIPTION****1. IDENTIFICATION**

AGENCY: DEPARTMENT OF FINANCE	SYS. POSN. NO:	REF. NO: DFGESI.004
OFFICE: LEVEL 4, TWIN TOWER 1	DESIGNATION/CLASSIFICATION: GESI OFFICER	Grade: 12
DIVISION:	LOCAL DESIGNATION: GENDER, EQUALITY & SOCIAL INCLUSION	
BRANCH: GENDER EQUITY & SOCIAL INCLUSION (GESI)	REPORTING TO: SENIOR GESI OFFICER SYS. POS. NO: REF. NO: DFGESI.002	
SECTION: GESI	LOCATION: TWIN TOWER 1, WAIGANI NCD	

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
	23. 01. 2021	Revise, rename, redesign
	24.02.2025	Revised according to Re-org

2. PURPOSE

To assist the Senior Focal Point Officer and Manager – GESI on all matters relating to the duties and responsibilities of the GESI Unit.

3. DIMENSIONS

The Focal Point Officer – GESI reports directly to the Senior GESI Focal Point Officer and supervises the Assistant GESI Focal Point.

4. PRINCIPLE ACCOUNTABILITIES

- I. Provide assistance and support to the GESI Focal Point Senior Officer and the Manager GESI on daily basis;
- II. Maintain database and complaint registry;
- III. Liaise with other Gender Focal Point Officers in other agencies as and when required;
- IV. Maintain confidentiality and ethical standards.

5. MAJOR DUTIES

- Effectively assist the Manager – GESI with the implementation of GESI activities at the Finance departments HQ and the Provincial and District Finance Office;
- Provide timely assistance with the capacity building programs to enhance the understanding and knowledge of GESI and its objectives;
- Assist with the development of workplace policies and strategies on GESI and cross-cutting issues such as HIV/Aids and disability;
- Assist with monitoring of changes in attitudes and behavior in the Department of Finance;
- Provide support with the coordination of GESI related dispute resolution and referrals to external agencies or senior officers for further action;
- Liaise with other Gender Focal Point Officers in other agencies as required;

- Provide secretariat service to the GESI Meeting and Male & Female Advocacy Network on a timely basis;
- Provide support development and learning opportunities and participate in Regional or Agency programs.

6. NATURE AND SCOPE

6..1 WORKING RELATIONSHIP

(a) Internal

- Report to Senior Focal Point Officer – GESI
- Work with all staff across the Department of Finance

(b) External

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

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules & Procedures:

- Public Finance (Management) Act and related instructions
- Public Service (Management) Act and General Orders
- PNG Vision 2050
- Development Strategic Plan (2010 – 2030)
- Internal Department of Finance Policies and Procedures



7.2 Recommendations:

- Provide recommendation to Assistant Secretary (AS) through the manager pertaining to the branch matters;
- Provide recommendations to the Assistant Secretary through the Manager on subordinated staff performance regarding promotions or movement.

7.3 Decisions:

N/A

8. CHALLENGES

- Keeping update and aware of the changes in legislations, Acts and Internal policies;
- Performing higher role of duty in the absence of the incumbent;
- 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;
- Limited resource from time to time may 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.

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:

- Fair 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 **GESI Officer, Gender Equity Social Inclusion, Gr. 12.** 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:.....



