



DEPARTMENT OF PERSONNEL MANAGEMENT

Office of the Secretary

PO Box 519, WAIGANI, 131, NCD, Papua New Guinea

Telephone: (675) 327 6379 / 327 6422

Facsimile: (675) 325 0520

Website: www.dpm.gov.pg

CIRCULAR INSTRUCTION NO 08 OF 2014.

Date : July 4, 2014.

File : SEC: 1-4-12(A)

To : ALL NATIONAL DEPARTMENT HEADS
ALL PROVINCIAL ADMINISTRATORS
HEADS OF PUBLIC SECTOR AGENCIES
CEO'S OF HOSPITALS AND PUBLIC HEALTH AUTHORITIES

Subject: CREATION GESI POSITIONS IN AGENCY STRUCTURE AND
INCLUSION OF GESI ACTIVITIES INTO MANAGEMENT ACTION
PLANS FOR APPROPRIATE BUDGET SUBMISSION.

Purpose

The purpose of this Circular Instruction is to inform all Department Heads, Provincial Administrators and Heads of Agencies about the next phase of implementing the Gender Equity and Social Inclusion (GESI) Policy.

Background

The National Public Service Gender Equity and Social Inclusion (GESI) Policy was approved by *NEC Decision No: NG172/2012* on December 13, 2012 and launched on January 30, 2013, by the Minister for Public Service on behalf of the Prime Minister.

Circular Instruction No 7 of 2013 issued on March 20, 2013, to all National Department Heads, Provincial Administrators, heads of public sector agencies and CEOs of Hospitals and Public Health Authorities directed the implementation of the GESI policy.

Ongoing implementation planning sessions are being conducted with Departments, Agencies and Provincial Administrations to discuss the policy content and strategies for implementation and mainstreaming. One such strategy is the appointment of

GESI Focal Points and GESI Committees to be responsible for overseeing the implementation of the policy in the respective organisations.

Creation of GESI Positions in Agency Structure

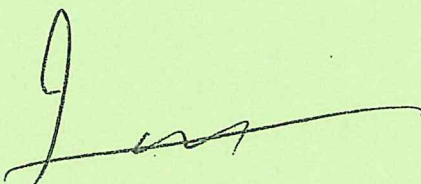
Accordingly to give prominence to the implementation of the GESI policy and to strengthen the roles of GESI focal points, all Departmental Heads, Provincial Administrators and Heads of Agencies are required to undergo a DPM GESI Policy Implementation Planning session in order to;

1. Create GESI positions in their organisation structure at a manager/supervisory level reporting directly to the head of the organization. Additional subordinate positions can be created if the need arises; and
(Details of other major duties, skills required, knowledge and accountabilities are included in the draft job description and a full list of agencies already attended DPM GESI Policy Implementation Planning Sessions are attached.)
2. Include GESI activities into the Corporate Plans and Management Action Plans; and
3. Make submissions to the Department of Treasury for appropriate budget allocation for the GESI positions and activities.

Enquiries

All enquiries in relation to this circular instruction can be directed to the following;

- (a) Mr. George Taunakekei, Executive Manager Workforce and Organisation Development Division on telephone number(s) 327 6314/6444 and email address; george_tاونakekei@dpm.gov.pg and
- (b) Mrs. Agnes Friday, Executive Manager HR Advisory Services Division on telephone numbers 327 6355 and email address; agnes_friday@dpm.gov.pg.



JOHN M, KALL, OBE

Secretary

Attachment:

Departments, Provincial Administrations and Agencies who have already attended the DPM GESI Policy Implementation Planning Sessions:

1. Department of Personnel Management
2. Department of Treasury
3. Department of Finance
4. Department of Labour and Industrial Relations
5. Independent Consumer Competition Commission
6. Internal Revenue Commission
7. Department of Transport
8. Department of Works
9. Prime Ministers Department
10. Gulf Provincial Administration
11. West New Britain Provincial Administration
12. Department of National Planning and Monitoring



DEPARTMENT OF PERSONNEL MANAGEMENT

JOB DESCRIPTION

1. IDENTIFICATION

	Seq No: 1	Pos No: Agency Prefix/001
Department	Designation/Classification MANAGER-GRADE 16	
Office/Agency	Local Designation GESI COORDINATOR	
Division	Highest Subordinate	
Branch	Immediate Supervisor AGENCY HEAD	
Section	Location PUBLIC SERVICE	

HISTORY OF POSITION

DPM FILE No.	DATE OF VARIATION	DETAILS
		Create/JE Applied

2. PURPOSE

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

3. DIMENSIONS

Plays a custodian role in GESI related issues in its designated localities to ensure the desired outcomes in line with the purpose are achieved. Appropriate funding, staff and equipment/facilities will be determined after the office is fully established.



11/7/14

4. PRINCIPLE ACCOUNTABILITIES

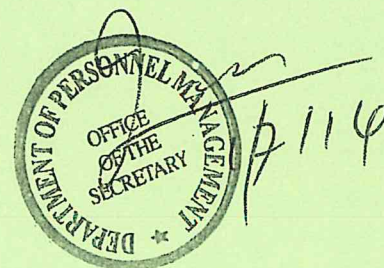
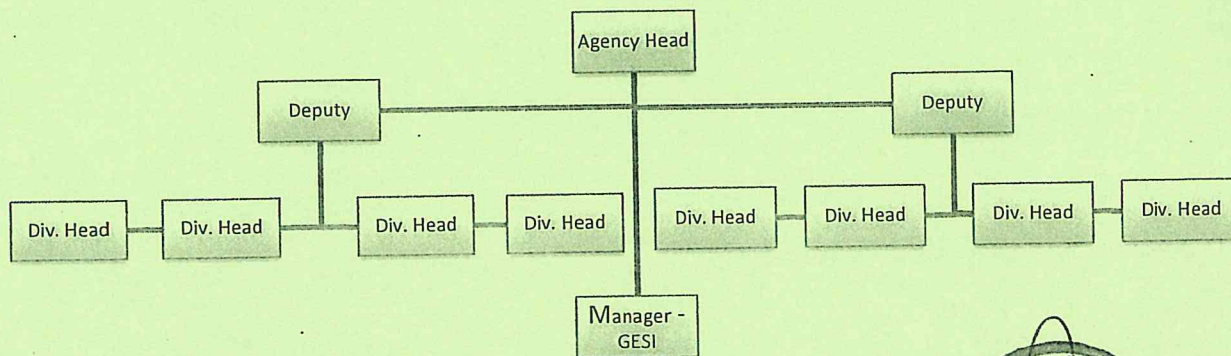
- 4.1 Realisation of and effective and efficient management of the Branch Activities and Resources
- 4.2 Effective and appropriate strategies, work programs and budgets for the branch developed.
- 4.3 Sound and timely advice to the Agency Head on GESI Policy matters provided

5. MAJOR DUTIES

- 5.1 To manage and coordinate a GESI focal point network in the agency or provincial level and liaise with other agency focal points for learning, development and best practice.
- 5.2 Act as an adviser on GESI Mainstreaming in all aspects of work of the agency
- 5.3 Report directly to Head of Department on all GESI Matters
- 5.4 To ensure mainstreaming of GESI Principles & Values and promote the GESI Tool kit for the development of local policies and practice and in application of the General Orders and specifically General Orders 20..
- 5.5 Incorporate GESI into the Corporate Planning Process, Management Action Plans and Budget
- 5.6 Develop and Implement capacity building program to enhance understanding of GESI
- 5.7 Coordinate development of workplace policies & strategies on GESI & cross-cutting issues such as HIV/Aids and Disability.
- 5.8 Evaluation & Monitoring changes in attitudes & behavior
- 5.9 Track and report on progression of key policy initiatives including but not restricted to the numbers of women in decision making and leadership roles and the numbers of people receiving GESI training.
- 5.10 Provide and procure GESI Learning, development and training for all staff
- 5.11 Coordinate GESI related dispute resolution & referrals to external agencies or senior officers for further action
- 5.12 Represent the department in meetings or workshops on issues of GESI
- 5.13 Provide secretariat services to the GESI COP Meetings and Male Advocacy Network
- 5.14 Seek out development and learning opportunities and participate in Regional or Agency programs.
- 5.15 Promoting the implementing modalities including training workings, marketing and Communication Plans and use of GESI Tool kit
- 5.16 Responsible for facilitating and coordinating agency GESI committee meetings

6. NATURE AND SCOPE

The position is within the middle management tier of an organization and reports directly to the Agency head as depicted in the structural framework.



7. REPORTING AND WORKING RELATIONSHIP

(a) Internal

- Head of Agency
- Liaise and consult with Divisional Heads, Managers and officers.

(b) External

- Liaise and consult other government agencies to facilitate secretariat services for the GESI COP Meetings
- Be the department's conduit to developing external partnerships promoting GESI.
- Establish a good working relationship with managers of GESI in other departments in implementing GESI and establishing networking
- Consult with Agency head in rolling out issues of GESI

8. WORK ENVIRONMENT

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

9. CONSTRAINTS FRAMEWORK AND BOUNDARIES

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

10. 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.

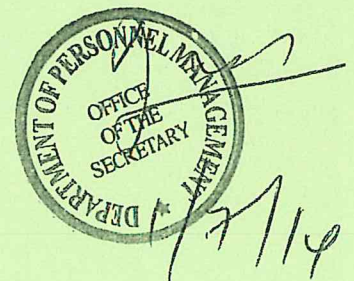
11. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualifications

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

(b) Knowledge

- Possess a proficient level of understanding of: -
 - ✓ 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 Government
 - ✓ Public Service Policies, Procedures and systems.



- ✓ Employment Act
- ✓ ILO Conventions
- ✓ United Nations Gender Equality and Human Rights conventions.
- Have some basic knowledge on computing application
- Conversant with GESI issues in the country
- Highly Conversant with knowledge on National Public Service Gender Equity and Social Inclusion Policy Principles and Values
- Has understanding on rights based (lens) approach

(c) Skills

- Ability to demonstrate the following skills at a proficient level:-
 - ✓ Written and Oral (presentation) Communications.
 - ✓ Report Writing
 - ✓ Analytical and Research
 - ✓ Planning & development of project
 - ✓ Management of people skills
 - ✓ Public Relations.
 - ✓ Inter-personal
 - ✓ Active/Reflective skills
- Possess a highly developed emotional intelligence
- Demonstrated ability to develop sustained partnerships and networks
- Able to develop strategies or plans and be able to implement and monitor it
- Able to work in a team and under pressure and to initiate, plan and organize own work to meet deadlines
- Has developed theoretical application of gender mainstreaming in public service systems and processes

(d) Experience

A minimum of 3-5 years working in a GESI related role

