

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1.Ministry: Ministry of Women, Youth and Social Affairs		
2.Position Title: Senior Gender Based Violence Prevention Officer	3. Salary Level: L9-7	4.Division: Women Development Division
5.Reports To: Senior Assistant Secretary		6. Direct Reports: Principal Women Development Division
<p>Primary Objective of the Position: To assist and work in collaboration with Principal Women's Officer to effectively implement of the Eliminating Sexual and Gender Based Violence Policy National Action Plan.</p> <p>To Work closely with Key Line Ministries (Prevention Committee) on Implementing of Prevention programs. Key Line Ministries such as Ministry of Education (MOE) Ministry of Employment and Human Resources (MEHR), Kiribati Family Health Association (KFHA), Kiribati Red Cross (KRC), Gender Equality in Theology (GET),</p>		
7.Poosition Overview		
8.Financial	9. Legal: Te Rau n Te Mwenga Act 2014, Children Young People and Family Welfare Act 2012, Eliminating Sexual and Gender Based Violence Policy with National Action Plan, the Convention on the Elimination of all forms of Discrimination against women.	
10: Internal Stakeholders: MWYSSA Divisions	11.External Stakeholders: Prevention Committee, Donors Agencies Development partners (DFAT,UNWomen,SPC,UNFPA,etc)	
<p>12.KEY ACCOUNTABILITIES (include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> • KDP/KPA: 5th Human and Social Development • MOP Outcome: To achieve Gender Equality and Empower all women and girls. • Divisional/Departmental/Unit Plan: WDD's vision is to improve the status and livelihoods of women and girls in Kiribati through equal access to resources, opportunities, right, services and their full participation in social, economic, and political development 		
13.Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Manage, Oversee and coordinating the implementation of EVAW Prevention Program	<ul style="list-style-type: none"> • Coordinating the national implementation plan of the ESGBV policy across line ministries and NGO's to ensure an integrated deliver of planned programs that are timely 	<ul style="list-style-type: none"> • Timely implementation of the activities

	<p>and benefits community in an impactful and sustainable way</p> <ul style="list-style-type: none"> • Hold a quarterly meeting with key line Ministries (Prevention Committee) and NGO's. • 	
2. Strategic Planning and Prevention programs Reporting	<ul style="list-style-type: none"> • Assist in contributing to the Ministry Strategic planning process. • Developing and monitoring a yearly work plan for the prevention program. • Providing progress reports and briefing on all prevention programs. • Meeting regional and international reporting obligations. 	<hr/> <ul style="list-style-type: none"> • Completion and submission of Strategic Plan • Submission of prevention reporting on time <hr/>
3. Capacity Training on EAW	<ul style="list-style-type: none"> • Provide training to all stakeholders. 	<ul style="list-style-type: none"> • Deliver effectively and efficiently.
4. Financial Management	<ul style="list-style-type: none"> • Budget preparations • Seeking funding for prevention programs 	<ul style="list-style-type: none"> • Complete and submitted on time. •
14. Key Challenges		15. Selection Criteria
<ul style="list-style-type: none"> • Ensuring that funding and resources are available on time to implement DOP activities. • The coordination of activities or efforts between key Stakeholders to address women issues. • Addressing cultural and structural barriers in order to be able to effectively eliminate gender-based violence. • Extra working hours with no overtime. 		<p>15.1 Qualification and Experience: Degree Academic Qualification: Degree in Arts/Gender, Community Development, Management, Social Work, Sociology, or relevant field approved by MWYSSA SRO</p> <p>Other Skills: Must be able to communicate well both in I-Kiribati and English, computer literate, should possess strong understanding of community service and gender issues.</p>

15.2 Key Attributes (Personal Qualities):

Knowledge

- Customer and personal service
- Fluent in both English and Kiribati
- Computer literate

Skills:

- Counselling
- Active Listening
- Social Perceptiveness
- Monitoring
- Consultative

Key attributes:

- Must be dedicated and committed.
- Passionate about improving the lives of Women and able to deliver excellent customer service.
- Leadership abilities
- Have satisfactory service record from past employers.
- Mature and able to take initiative.
- Must be willing to work under limited supervision and extra hours.
- Able to work as a team.

