

MANAGER, DOMESTIC VIOLENCE UNIT

Kind of Work

Highly responsible administrative and technical work in the field of domestic violence programmes and project.

Distinguishing Features of Work

An employee in this class is responsible for the coordinating and supervising the activities of staff in the Domestic Violence Unit which includes District Offices and the Domestic Violence Hotline. Work includes devising, implementing and evaluating projects; training staff and visiting non-governmental-organizations and community-based organizations to monitor progress of programmes and projects. Work is performed with a considerable degree of initiative and judgement within the context of Government/Divisional policies and legislation and is subject to review through reports and discussion by an administrative superior for efficiency.

Examples of Work

Co-ordinates and supervises the activities of staff of the Domestic Violence Unit inclusive of the Domestic Violence Hotline and District Offices.

Contributes to the formulation of policy in the area of Domestic Violence.

Develops, coordinates and conducts training programme for staff of the Unit, police officers, community workers and other personnel involved in work related to domestic violence.

Contributes to the Strategic Plan of the Division.

Coordinates the implementation of projects/programmes in the area of domestic violence and conducts evaluations on domestic violence projects/programmes.

Writes reports/papers on the current status of programmes and projects of the Unit for submission to Supervisor as International bodies.

Visits non-governmental organizations and community-based organization to monitor th work done in the area of domestic violence especially those funded by the Government.

Provides technical advice for the development of the government's policy, documents and the formulation of policy in the area of domestic violence.

Represents the Ministry on Committees and at meetings, seminars and conferences on matters relating to Domestic Violence.

Performs related work as may be required.

Considerable knowledge of the existing legislation related to domestic violence.

Considerable knowledge of Government's national policy in domestic violence.

Considerable knowledge of non-governmental and community-based organizations.

Considerable knowledge of principles and techniques project management.

Considerable knowledge of the principles, methods and techniques of research.

Knowledge of public sector management.

Knowledge of relevant computer applications.

Ability to direct and motivate staff.

Ability to deal with sensitive issues with tact, diplomacy and confidentiality.

Ability to express oneself clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with other employees and external organizations.

Minimum Experience and Training

Considerable (4 to 8 years) experience in the field of Social work including experience in a supervisory capacity which may have been gained in the next lower class; and training as evidenced by the possession of a recognized degree in Social Work or any equivalent combination of experience and training.

DIRECTOR, GENDER AFFAIRS

Kind of Work

Highly responsible social work with managerial responsibilities in the field of Gender Affairs.

Distinguishing Features of Work

An employee in this class is responsible for planning, directing and coordinating activities of a Division which is responsible for promoting gender equity and equality through Government's policies, programmes and projects related to issues such as domestic violence, the social and economic status of women and women in leadership positions. Work involves formulating policies; evaluating and implementing programmes; giving technical advice and sourcing financial and technical assistance for projects and programmes. Work is performed with a considerable degree of initiative within the context of government policy and existing legislation and is subject to review by an administrative superior through reports and discussions for efficiency, efficacy and adherence to policy.

Examples of Work

Plans, directs and organizes the activities of administrative and technical support staff engaged in the work activities of the Gender Affairs Division.

Advises the Ministry on policies, procedures and legislation in the area of gender and related issues.

Formulates policies for gender and gender related issues.

Monitors and evaluates, projects and programmes relating to gender and gender related issues to ensure that departmental objectives are met.

Reviews the impact of national gender policy, periodically and makes recommendations for improvement.

Sources financial and technical support for the Division's projects and programmes from National and International Organizations.

Identifies and coordinates training programmes for development of staff of the Division.

Presides over meetings of the national Council of Women and inter Ministerial Committees and ensures that decisions taken at these meetings are implemented.

Represents the Ministry on committees and at meetings, seminars and conferences relating to gender issues.

Prepares/writes reports/papers on gender and gender related issues for local, regional and international bodies.

Prepares draft estimates of expenditure for the Division.

Performs related work as may be required.

Required Knowledge, Skills and Abilities

Extensive knowledge of the principles and practices in the field of social work pertaining to Gender Affairs.

Extensive knowledge of the existing legislation related to gender and gender related issues.

Extensive knowledge of the Government's national policies of gender and gender related issues.

Extensive knowledge of government and non-governmental organizations, locally and internationally.

Extensive knowledge of project management and project evaluation.

Considerable knowledge of the principles and techniques of public sector management.

Considerable knowledge of the Financial Regulations Act.

Ability to develop policies and programmes, to deal with current gender issues affecting the national community.

Ability to analyse and evaluate gender related programmes and projects.

Ability to express oneself clearly and concisely both orally and in writing.

Ability to direct and motivate staff.

Ability to establish and maintain effective working relationships with other employees and external organizations.

Minimum Experience and Training Requirements

Extensive experience in social work, specializing in gender issues including experience in administrative work such as may have been gained in the next lower class; and training as evidenced by possession of a recognized degree in Social Work or any equivalent combination of experience and training.