



**Ministry of Women, Youth, Children and
Family Affairs
PS FORM 6-JOB DESCRIPTION**

THE DIVISION OF: RESEARCH, POLICY, PLANNING & INFORMATION
(RPPID)

MINISTRY/OFFICE: MINISTRY OF WOMEN, YOUTH, CHILDREN & FAMILY
AFFAIRS (MWYCFA)

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| 1. | Post Title: | Protection and Social Inclusion Officer |
| 2. | Grade: | 10/11 |
| 3. | Responsible to: | Director RPPID/ Under Secretary |

Strategic Policy Statement:

The responsibilities of the Ministry cover many aspects of human development. Human development is that which improves people's lives and their livelihoods, and places human beings at the centre of all development efforts. It includes the process of enlarging the range of people's choices, of increasing their opportunities to education, health care, income and employment. It covers justice, equity and equality of human choices, from a sound physical environment to economic and political freedoms. It values the accumulation of both material wealth and social capital and promotes development that addresses the root causes of poverty and human deprivation.

MWYCFA Mission:

The Mission of the MWYCFA is to operate in partnership with the people of the Solomon Islands and with stakeholders to coordinate policies to uphold the rights of women, youth, children and families to advance the wellbeing of the nation.

Role of Gender, Protection and Social Inclusion Officer, RPPID:

The Protection and Social Inclusion Officer reports to the Director RPPID and Under Secretary as Chair of the Protection Committee. His/or her main roles are:

- Support and strengthen the co-leadership of the Protection and sub committees through coordination in preparedness, response and recovery period at both national and subnational levels
- Develop and revise relevant data collection and management tools (including assessment tools) and systems that will ensure specific and targeted responses/services and monitoring for vulnerable persons/groups with a particular focus on victims of sexual abuse
- Advocate for leading ministries and its committees and MWYCFA to better integrate Gender and protection into policies, programs and products

- Enhanced capacities of both national and provincial Emergency Response Teams (NERT & PERT) including local Women CSOs with GBV Counselling background to incorporate protection mechanisms into their responses and that their responses to victims of GBV during emergency situations upholding principles of human rights and gender equality with a special attention to women and girls with Disabilities and their needs.

RESPONSIBLE FOR:

(a) Directly

- Under Secretary
- Research, Policy, Planning and Information Division

(b) Indirectly

All divisions as follows:

- Corporate Services
- Youth Development Division
- Women’s Development Division
- Children’s Development Division
- Any other divisions as may be established from time to time

4. Scope of Duties

Overall supervision and coordination of the Protection and Social Inclusion and its programmes; and provision of technical support to MWYCFA’s Under Secretary and sectoral divisions for matters related to protection, disaster risks, and social inclusion.

Details as follows:

- Support and strengthen the co-leadership of the Protection and sub committees through coordination in preparedness, response and recovery period at both national and subnational levels
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- Enhanced capacities of both national and provincial Emergency Response Teams (NERT & PERT) including local Women CSOs with GBV Counselling background to incorporate protection mechanisms into their responses and that their responses to victims of GBV during emergency situations upholding principles of human rights and gender equality with a special attention to women and girls with Disabilities and their needs.

LIASON WITH:

- (a) Internal
 - Under Secretary
 - Divisional Heads and all staff
- (b) External
 - Government Ministries
 - Donor/development partners (internal & external)
 - NGOs including FBOs
 - Private Sector organisations
 - Community based organisations & leaders as and when appropriate

5. Duties:

The Protection and Social Inclusion Officer is responsible for the following:

1. Support and strengthen the co-leadership of the Protection and sub committees through coordination in preparedness, response and recovery period at both national and subnational levels

- Coordinate timely and effective protection preparedness, response and recovery actions in collaboration with MWYCA and other committee members
- In collaboration with committee members and other relevant stakeholders, oversee the coordination of protection activities related to Protection; Child Protection, Gender and gender Based- Violence, and housing, Land and Property.
- Proactively represent the protection committee in all **inter cluster** and other related meetings (preparedness, response and recovery)
- Develop and revise tools, strategies, guidelines, plans and other relevant documents for effective operations of the protection
- Ensure that protection committee information management systems are in place and regularly updated.
- Coordinate protection advocacy products and ensure timely and targeted dissemination of advocacy and awareness raising products to relevant stakeholders.
- In collaboration with relevant government and non-government actors, ensure protection sub-cluster accountability to communication.
- Coordinate all protection related activities between partners and stakeholders

2. Develop and revise relevant data collection and management tools (including assessment tools) and systems that will ensure specific and targeted responses/services and monitoring for vulnerable persons/groups with a particular focus on victims of sexual abuse.

- Establish system for regular monitoring on community protection priorities, trends and patterns to inform both protection and gender and social inclusion programming to enhance meaningful integration of GSI and protection and improved GSI and protection programming,
- Support gender and social analysis of risk to inform national and sector specific development planning

- Develop and maintain effective relations with national government stakeholders and wider development partners and acts as gender and social inclusion local for national level initiatives
- Provide direct technical capacity development support to strategic national partners on mainstreaming Protection, Gender and Social Inclusion into target sectors priorities.
- Provide technical advice to all ministries in efforts to integrate gender and protection into relevant products and processes, including development planning process, to ensure gender and social factors are reflected
- Contribute to the development of risk integration tools and guidance with specific focus on gender and social factors
- Revise and incorporate gender perspectives (including GBV specific questionnaires) into the Initial Disaster Assessment tool (including Kobo software)
- Carryout trainings on revised assessment tools for NERT and PERT
- Develop a database for vulnerable persons/groups including victims of sexual abuse for purposes of service delivery and monitoring
- Carryout data and information management training for The National Protection Sector Committee and Provincial Protection Committees

3. Advocate for line ministries and MWYCFA to better integrate gender and protection into policies, programs and products

- Provide capacity building to MWYCFA on gender and protection in development
- Keep abreast of development and information related to gender and protection and risk resilience regionally and ensure dissemination of relevant information within MWYCFA
- Attend all gender and protection forums, meetings and dialogues on behalf of MWYCFA and provide updates to the MWYCFA on relevant developments
- Provide recommendations to MWYCFA on integration of gender and protection in corporate plans, work plans, strategies, policies, products, programs and projects
- Contribute to wider knowledge generation and knowledge sharing on GSI as well as specific capacity development support for the ministry for women and gender and protection committee.
- Develop relevant tools and processes for Divisions of MWYCFA to assist with integration of gender and protection
- Monitor and report on improved integration of gender and protection into products at processes with MWYCFA

4. Build capacities of both national and provincial Emergency Response Teams (NERT & PERT) including local Women CSOs with GBV Counselling background to incorporate protection mechanisms into their responses, and that their responses to victims of GBV during emergency situations upholding principles of human rights and gender equality with a special attention to women and girls with Disabilities and their needs.

- Ensure coordination and cooperation and complementarities between MWYCFA provincial including other local women CSO's on the integration of gender,

- protection and disaster risk into ministry's policy, strategies, planning and budgeting are up holding human rights interventions.
- Forster coordination and coherence in planning for gender , protection and disaster risk management between national and subnational level institutions
 - Provide monthly updates on all gender and protection project and programmes and share executive on the progress of these activities.
 - Support the identification of GSI training needs in the ministry and provide training/advice where appropriate
 - Inform the Ministry on ProPa network and its benefits to support the ministry of MWYCFA as a platform for change for actors to integrate risk into development with special considerations of gender and social dimensions
 - Help to facilitate gender sensitization training for NERT and PERT members and to ensure that they fully understand the process.
- Ensure that follow up trainings for NERT and PERT eventuate throughout the year.

6. Principal Accountabilities

The common principal accountabilities of the Protection and Inclusion officer is as follows:

Key result Areas	Key Performance Indicators
Proper coordination of Protection and subcommittee in disaster preparedness, response and recovery period.	<ul style="list-style-type: none"> • Protection and sub committees respond in a timely and effective way during and after disaster.
Gender inclusion and protection considerations are reflected in relevant policies, programs and products in close cooperation with line ministries, NGOs and development partners.	<ul style="list-style-type: none"> • Gender inclusion and protection considerations are reflected in relevant policies, programs and products in close collaboration with committees leads, ministries, INGO's and development partners
Develop and revise relevant data collection and management tools (including assessment tools) and systems that will ensure specific and targeted responses/services and monitoring for vulnerable persons/groups with a particular focus on victims of sexual abuse	<ul style="list-style-type: none"> • A reliable data base system that has contains all information of gender, protection issues, social inclusion and interventions is established and accessible
Advocate for line ministries and MWYCFA	<ul style="list-style-type: none"> • Committee leads and ministries have incorporated gender, protection and social inclusion components

to better integrate gender and protection into policies, programs and products	into their disaster response plans, SOP, programmes and products
Capacity building	<ul style="list-style-type: none"> • Support conducting and facilitation of training and awareness on gender, protection and disaster risks issues before, during and after disasters
Knowledge management, Networking, Information collection and dissemination	<ul style="list-style-type: none"> • Coordinate the collection of information on related issues and be able to provide informed information when needed.
Monitoring and evaluation	<ul style="list-style-type: none"> • Monitor and evaluate gender, protection and disaster risk implementation
Reporting	<ul style="list-style-type: none"> • Report and update the Chair and Head of Division as and when necessary on matters relating to gender, protection and social inclusion, disaster risk management and related issues.
Other Duties	<ul style="list-style-type: none"> • Any other duties as required by the Head of Division and the Under Secretary from time to time

7. Selection Criteria – Qualifications and Experience

(a) **Qualifications:**

- A person with at least a bachelor’s degree in environment, social science, disaster preparedness or related areas.

b) **Knowledge and or Experience:**

- Has wide experience working as a team and with groups at the community and national level.
- Has experience in integrations of gender, protection, social inclusion and disaster risk related work

c) **Personal Competencies**

- **Written communication skills** – Have a good command of English grammar and spelling
- **Interpersonal Communication** – Have a good ability to establish good relationships with stakeholders, divisional heads/supervisors, staff, subordinates and management by correctly interpreting both verbal and non-verbal cues. Understands cultural diversity and exhibits tolerance for personal differences. Is able to communicate information in a clear, concise, logical and confident manner
- **Motivation** – is motivated to perform work and complete assigned tasks to meet performance expectations whilst maintaining high level of accuracy
- **Teamwork** – Actively participate in team work processes; give input to the team’s work and networking for better cooperation. Adapt to new team situations,

especially with new policies of the ruling Government. Deal with request/demands from the Protection Chair, RPPID staff and other divisions in an effective and timely manner

- **Ethical behavior** – Understands and models public service ethics and acts in an ethical manner.

8. **Terms and Conditions**

a)	Salary – Level: 10/11	\$2,511.27	per fortnight
b)	Salary – Level: 11	\$78,597.96	per annum
c)	Annual Leave	42	days per annum
d)	Other conditions of service as stipulated in the Agreement of Service on appointment.		

JOB DESCRIPTION APPROVED/ NOT APPROVED

Comments: _____

Permanent Secretary: _____
Date: _____