



MINISTRY OF WOMEN, YOUTH, CHILDREN AND FAMILY AFFAIRS

Solomon Islands Government

Job Description

Title:	Director of Women Development
Section/Area:	Women Development
Division:	Women Development Division
Grade /Level:	L12/13
Last Review:	Not known
Reporting to:	Under Secretary
Director Reporting:	Permanent Secretary

PURPOSE AND NATURE OF THE POSITION:

- To advice and assist the government in the formulation of its policies, programmes and activities on women's development and human rights in Solomon Islands.
- To administer the overall management of the Division, ensuring effective implementation of its programmes and formulation of policies.
- To represent women's views and that of the MWYCA's on issues affecting women when and where necessary at the Regional, National, Provincial and community level

PRINCIPAL LIASIONS:

Internal: Reports to the Permanent Secretary

External:

Maintain close liaison with the government ministries, statutory bodies, non- government organizations and churches on relevant matters and issues affecting women's development throughout the country.

KEY SELECTION CRITERIA

1. Qualifications

Essential:

- Degree in Women and Community Development or related fields.
- Wide experience working with women and women's organizations at the national level.
- Be able to formulate identified issues to policies and translate policies into action plans
- Excellent planning management skills

Desirable:

- A good understanding of the women's developments needs and issues.
- Is familiar with SIG policies and Action plans
- and community levels and development partners
- Has sound knowledge on community development
- Has good negotiation skills
- A good team player

2. Knowledge and or experience

- Has wide experience working at the community level and women issues, policies and conventions
- Has in-depth knowledge on project planning, programming, appraisal, implementation, monitoring and evaluation.
- Posses sound knowledge and experience on women and women's organizations at the national and community level

3. Personal Competencies

- **Written communication** - Have a good command of English grammar and spelling and Pidgin English for advocacy purposes.
- **Oral communication** – Is able to communicate information in a clear, concise, logical and confident manner.
- **Interpersonal communication** – Had an ability to establish good relationships with 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.
- **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 net working for better co-operation. Adapt to new team situations, especially with

New Government policies of the ruling Government. Deal with requests/ demands from other women groups and functions in an effective manner.

- **Ethical behavior** - Understands the ethical, private and nature of personal information and acts in an ethical manner.

Responsibilities	Key Performance /Actions
Policy formulation	To advice and assist the government in the formulation of it's policies, programs and activities on women's development in Solomon Islands and to ensure that these are consistent with the MWYCA's Corporate Plans and Policies
Oversee and coordinate programs	To oversee and coordinate the programs and activities planned and implemented by the division, through consultation and facilitation
Liaison officer	To liaise and consult with government ministries, statutory bodies, non government organizations and churches on relevant matters and issues affecting women's development throughout the country
Budgeting	To manage all budgetary matters including recurrent and projects of the division and to accounts for these to PS
Activity Reporting	To provide and make accessible data, reports and relevant documents on the progress of all activities of the division to the responsible authority
Staff performance Appraisal	To ensure that the staff performance are up to the required standard
Overall review management	To manage staff of division and regularly review programs and activities to be consistent with the current needs and issues of women.
Represent Ministry on stakeholder Women issues	To represent women's views and that of the MWYCA's on issues affecting women when and where necessary
Overall divisional Administration	To administer the overall management of the division , ensuring effective implementation of its programmes and formulation of policies
MOG Rep	To facilitate regular dialogue amongst the National Women's Machinery
Assist divisional staff	To provide advise and assistance to the division staff on priority for women
Regular provincial visits	To carry out provincial visits when and where necessary
Other delegated task	Any other duties delegated by the Permanent Secretary