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.

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