

JOB TITLE: ADMINISTRATOR-SEXUAL OFFENCES AND GENDER-BASED VIOLENCE UNIT

REPORT TO: DEPUTY DIRECTOR OF SOCIAL SERVICES

MINISTRY/DEPARTMENT: MINISTRY OF HUMAN SERVICES AND SOCIAL SECURITY

PURPOSE: The Administrator guarantees the provision of quality service assurance monitoring of the Sexual Offences and Gender Based Violence Unit.

KEY OUTPUTS:

- Provide oversight, monitoring, technical, policy and programme support and guidance to the
- Ministry of Human Services and Social Security to ensure the technically sound functioning of the Sexual Offences and Gender Based Violence Unit.
- Provide policy support, programme coordination, training, guidance and recommendations in response to identified capacity-building needs within the Ministry, with regards to the Sexual Offences and Gender Based Violence Unit and lead the provision of technical assistance, mentoring, training and capacity development initiatives to strengthen the functioning of the Unit.
- To monitor and evaluate the progress of preventative and other actions in relation to Gender based Violence systems established in within Ministry of Human Services and Social Security.

RANGE OF ACTIVITIES

1. Develop and execute analyses of data to measure trends in areas impacting public health and social equity.
2. Gather, track, and analyze data and information for strategies to measure the success of program initiatives in the Unit and the Ministry and to inform program/policy recommendations and decisions.
3. Evaluate and compare existing Ministry policies and programs with those of other local and international organizations by analyzing program service areas, survey reports, and other sources of information.
4. Summarize highly complex data into comprehensive and easy to understand reports and organize and develop data tracking worksheets. Communicate data analyses and findings to guide and facilitate informed and timely decisions.
5. Support the coordination of the Unit's activities and support other departments and ministries on GBV legislative review and development.
6. Create policy briefs and white papers on issues that impact gender-based violence in Guyana, also to help develop the Ministries' public policy positions.
7. Design and conduct surveys of comparable regional countries on a broad range of gender-based issues; maintain survey results.
8. Establish collaborative relationships with public health agencies; develop and manage cross-unit workgroups to enhance data management and analysis approaches.

9. Provide project management and operations activities, such as monitoring, designing, and implementing tools and processes to help organize and manage data.
10. Identify areas for future focus and opportunities to develop impactful social policies.
11. To perform any other duties to ensure the smooth functioning of the Unit.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Master's degree (or equivalent) in social sciences, sociology, gender studies, sustainable development studies, public health, or related field;
- OR
- A relevant bachelor's degree (or equivalent) with two additional years of qualifying experience.

Experience:

- At least five (5) years of professional work experience in family violence, gender-based violence, gender equality programming, or other relevant programme is required.
- Technical experience in the elimination of violence against women and girls.

DECISION-MAKING, PROBLEM-SOLVING

- Decision-making skills and sound judgment.
- Ability to think critically and creatively to analyze complex issues, solve problems, and respond to a variety of requests for data and information.
- Organizational skills to be able to maintain information and data that is accurate, complete, accessible, and usable.
- Ability to plan and accomplish work, manage multiple assignments simultaneously and meet deadlines.
- Ability to work independently and initiate and complete projects with limited supervision.
- Attention to detail and the ability to perform work with a high degree of accuracy.
- Ability to handle confidential employee information with discretion and good judgment in compliance with the Ministries policies.
- Honesty, integrity, and professionalism.

RESOURCE MANAGEMENT

Regular supervision of staff is required to ensure performance reports when submitted to the Manager are balanced and reflect each job holder's output over specified timeframes. Proper and confidential storage of data and other information is required. The job holder may be required to handle monies and other equipment and supplies for the department.

COMMUNICATION

- Verbal communication skills to effectively share information with a variety of stakeholders.
- Written communication skills to compose clear correspondence and comprehensive reports.
- Ability to build effective working relationships with team members, departmental representatives, outside agencies, vendor partners, and other ministries.
- Ability to lead and accomplish work projects and produce deliverables in coordination with multiple colleagues.
- An ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and public groups.
- Ability to gather information needed for an issue, seeking information from appropriate sources, and working with others to obtain necessary information.

WORKING CONDITIONS

The environment requires working beyond the normal call of duty since the nature of GBV case management has its unique challenges.