

JOB TITLE: COORDINATOR -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 Coordinator manages and oversees the staff and activities of the Unit to ensure effective execution of the mandate of the department in keeping with the Sexual Offences Act and Family Violence Bill.

KEY OUTPUTS:

- Effective Domestic Violence and Sexual Offences protocols.
- Effective operations of the Unit.
- Timely reports.
- Effective monitoring and evaluation policies.
- Timely preparation of Annual Report and budget.

RANGE OF ACTIVITIES

1. To develop protocols with the Guyana Police Force (GPF) and other key service agencies for the effective relay of information in relation to sexual offences and gender-based violence countrywide.
2. To liaise with and receive information from the Guyana Police Force (GPF) and other service providers on a monthly basis.
3. To manage the staff and operations of the Unit to ensure objectives are developed and met and provide secretarial support to the National Task Force on Sexual Violence (NTFSV).
4. To provide monthly reports and quarterly analysis to the National Task Force on Sexual Violence (NTFSV) of the information received.
5. To ensure operations of the Unit are in accordance with the provisions of the Sexual Offences Act and the Family Violence Bill.
6. To monitor and evaluate the progress of preventative and other actions in relation to sexual offences and gender-based violence.
7. To prepare the Annual Report and the annual budget of the Unit.
8. To perform any other related duties for the smooth functioning of the department and in keeping with the mandate in the Sexual Offences Act and the Family Violence Bill

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A Master's Degree in Social Work or Social Administration from a recognized University PLUS a minimum of three (3) years experience in a senior management capacity dealing with sexual offences and domestic violence issues.
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- A Bachelor's Degree in Social Work or Social Administration from a recognized University PLUS a minimum of five (5) years experience in a senior management capacity dealing with sexual offences and domestic violence

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.