

## Government of Tuvalu – Job Description



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| <b>Position Title:</b>          | Director of Social Welfare                 |                      |
| <b>Band and Salary:</b>         | T1-T3                                      | \$15,448 to \$29,287 |
| <b>Ministry and Department:</b> | Health, Social Welfare, and Gender Affairs | Social Welfare       |
| <b>Location:</b>                | Funafuti                                   |                      |
| <b>Reports to:</b>              | Secretary                                  |                      |

### JOB PURPOSE:

To provide strategic leadership and management in the development, implementation, and evaluation of social welfare programs and services. The main goal is to improve the well-being and quality of life for individuals and communities, particularly those facing social challenges and vulnerabilities. The Director plays a crucial role in addressing social inequality, promoting social justice, and ensuring that individuals have access to the necessary support and resources.

### KEY RESPONSIBILITIES:

1. Strategic planning and policy development.
2. Program management, collaboration and stakeholder engagement.
3. Budgeting and resource allocation.
4. Staff leadership and development.
5. Data analysis and reporting.
6. Advocacy and public awareness.

### MAIN DUTIES AND OUTCOMES:

- 1.1 Developing and implementing strategic plans to address social welfare needs and challenges within the organization or jurisdiction. This involves setting goals, establishing priorities, and determining the most effective approaches to meet the needs of the target population.
- 1.2 Formulating and updating policies, regulations, and guidelines that govern social welfare programs and services. This includes staying abreast of relevant laws and regulations, analyzing social trends and issues, and incorporating best practices into policy development.
- 2.1 Overseeing the planning, implementation, and evaluation of social welfare programs and services. This includes ensuring effective delivery of services, coordinating program activities, and monitoring outcomes to assess their impact and effectiveness.

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- 2.2 Establishing and maintaining collaborative relationships with various stakeholders, such as government agencies, community organizations, non-profit entities, and advocacy groups. This involves working together to leverage resources, coordinate efforts, and create partnerships that enhance the delivery of social welfare services.
- 3.1 Managing the budget for social welfare programs, ensuring that resources are allocated efficiently and effectively. This includes identifying funding sources, monitoring expenditures, and making strategic decisions to optimize the utilization of available resources.
- 3.2 Seek funding assistance through effective relationship building with donor partners in order supplement budgetary requirements.
- 4.1 Providing leadership and supervision to a team of social welfare professionals, including training, and performance management.
- 4.2 This involves creating a supportive and empowering work environment, fostering professional development opportunities, and promoting a culture of collaboration and innovation.
- 5.1 Collect, analyze, and interpret relevant data to assess program performance and outcomes. This includes preparing reports, making data-driven recommendations, and utilizing evaluation findings to inform program improvements and decision-making.
- 5.2 Provide key advise to policy makers on social status of individuals, families, and communities as a whole and project trends of social changes and impacts on individual livelihoods.
- 6.1 Advocate for the needs and rights of vulnerable populations and promoting public awareness about social welfare issues. This includes engaging with media, participating in public forums, and leveraging communication channels to raise awareness and generate support for social welfare initiatives.

### **MANDATORY REQUIREMENTS:**

#### Education:

A bachelor's or master's degree in a relevant field such as social work, public administration, sociology, psychology, or a related discipline.

#### Experience:

At least 5 years of experience in the field of social welfare or a related area.

In-depth knowledge of social welfare policies, programs, and best practices.

Strong leadership abilities to provide strategic direction, manage teams, and motivate staff.

Excellent Managerial skills.

Excellent verbal and written communication skills.

Proficiency in data analysis, evaluation, and reporting.

A commitment to maintaining high ethical standards in social welfare practice.

An understanding of the multidimensional nature of social issues and the ability to work across disciplines and sectors.

Cultural Competence

### **IMPORTANT NOTICE**

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**Applicants through their applications MUST:**

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

*It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.*