

Government of Tuvalu – Job Description



Position Title:	Director of Gender	
Band and Salary:	T1 – T3	\$15,448 - \$29,287
Ministry and Department:	Office of the Prime Minister	Gender Affairs Department
Location:	Funafuti	
Reports to:	Permanent Secretary	

JOB PURPOSE: (a short 1-2 line summary of the job)

The position is responsible for managing and supporting staff to achieve the department’s work plan objectives, ensuring the fulfillment of national and international commitments related to gender equality, coordinating gender mainstreaming efforts across ministries, and driving initiatives to eliminate violence against women and girls in Tuvalu.

KEY RESPONSIBILITIES: (list no more than 6 key responsibilities not tasks)

1. Manage and support staffs to achieve the department’s work plan objectives.
2. Ensure and supervise the department’s roles and responsibilities under CEDAW and other regional/international and national commitments.
3. Coordinate activities at the policy level and guide the gender mainstreaming process across ministries.
4. Coordinate initiatives at the national and local levels to eliminate all forms of violence against women and girls.
5. Provide technical and policy advice on gender equality and social inclusion (GESI) across government sectors.
6. Monitor and evaluate gender-related programs and initiatives to ensure accountability and impact.

MAIN DUTIES AND OUTCOMES: (list duties/tasks and outcomes of the responsibilities listed above)

- 1.1. Oversee and support staffs work programs to ensure the achievement of individual and team outcomes.
- 1.2. Provide ongoing performance management, including regular meetings, feedback, training, and development
- 1.3. Guide and supervise the team to ensure the overall mandate of the Gender Affairs Department is fulfilled through effective teamwork and delegation
- 1.4. Administer staff, designated technical assistance (TA), and gender-related projects, including procurement, consultant recruitment, and disbursement

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- 2.1. Provide quality advice and gender analysis to support the drafting of CEDAW reports, surveys, studies, and analytical work.
- 2.3. Facilitate the implementation of the Tuvalu National Gender Equity Policy through gender-sensitive training, workshops, consultations, and other activities.
- 2.4. Ensure compliance with international and regional gender commitments by integrating gender considerations into national policies
- 3.1. Support the gender team and focal points in fulfilling their roles in the gender mainstreaming process through feedback, recommendations, training, and workshops.
- 3.2. Liaise regularly with stakeholders and the Gender Equality and Social Inclusion (GESI) team to ensure a consistent approach in advancing the Government of Tuvalu’s GESI commitments.
- 3.4. Maintain regular contact with relevant government institutions, private sector partners, and other stakeholders to explore potential areas of collaboration
- 3.5. Develop and maintain the GESI strategy and roadmap for Tuvalu, ensuring effective implementation.
- 4.1. Act as the focal point for all issues related to the elimination of violence against women.
- 4.2. Liaise with relevant stakeholders to ensure the effective implementation of the Family and Domestic Violence Act.
- 4.3. Provide gender sensitization training to law enforcement agencies and collaborate with the judiciary to ensure a gender-sensitive interpretation of relevant laws.
- 4.4. Monitor and review the progress of gender-related initiatives, identifying and addressing gaps to enhance effectiveness.
- 5.1. Prepare background papers and issue reports on policy reforms related to gender and social inclusion.
- 5.2. Analyze government projects and initiatives to enhance their GESI impact
- 5.3. Ensure the integration of gender-sensitive consultation and participation approaches in policy development and project implementation.
- 5.4. Advise key sector agencies on government policy and strategic plans to ensure effective implementation of GESI-related projects
- 6.1. Guide the implementation of GESI action plans by reviewing progress reports and addressing identified gaps.

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6.2. Participate in project teams, including mid-term reviews and project completion assessments, to ensure GESI actions are effectively implemented.

6.3. Identify capacity development needs and conduct training and workshops to support the effective execution of gender-focused programs.

6.4. Produce reports on all assigned tasks and maintain proper conduct in dealing with colleagues, consultants, and external partners.

MANDATORY REQUIREMENTS:

- Bachelor's degree in any social/economic development, public policy and administration, or related fields.
- At least 5 years of work experiences, experience in project formulation and project management focused on GESI, and at least 3 years of supervisory experience.

DESIRABLE REQUIREMENTS:

Good written and oral communication skills (Tuvaluan and English)

High-level attention to detail and accuracy

Sound Microsoft Office and computer skills

Ability to liaise with a range of stakeholders

Sound time management skills

Good leadership and negotiation skills

Exposure to policy dialogue on pro-poor policies, social sector reforms and social development.

IMPORTANT NOTICE

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 adds 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 checklist.

It is expected that officers recognize the crosscutting nature of gender issues; taking into account a sector integration of gender perspectives should perform the roles and responsibilities in this job description.