



Ministry of Internal Affairs  
GOVERNMENT OF THE COOK ISLANDS

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### POSITION SUMMARY

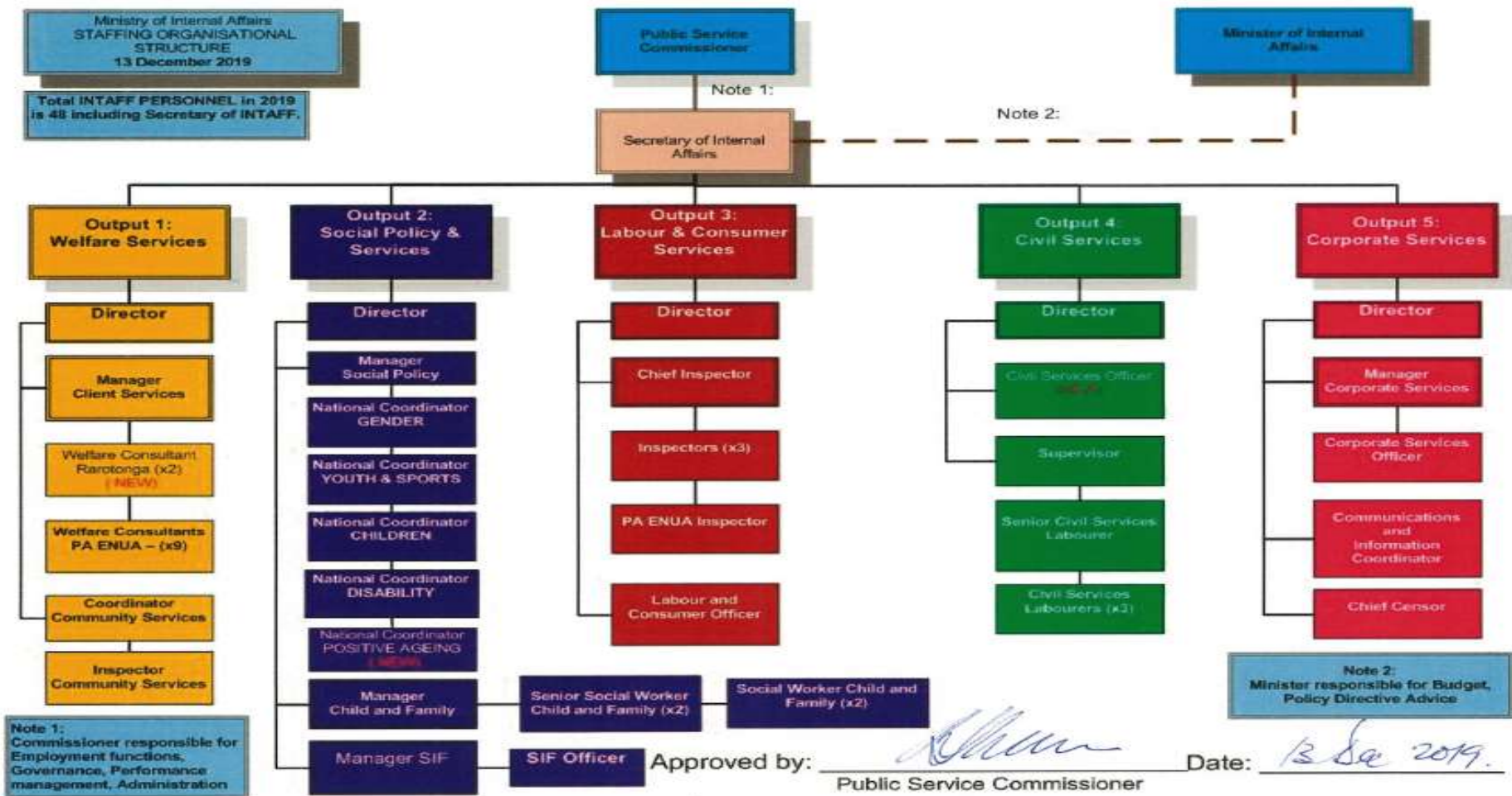
<b>Job Title:</b>	National Coordinator Gender Equality and Women's Empowerment
<b>Division:</b>	Social Policy & Services
<b>Responsible To:</b>	Manager Social Policy
<b>Responsible For:</b>	N/A
<b>Job Purpose:</b>	To ensure that Government's national policy for gender is established, implemented, monitored and reviewed. Provide technical advice and expertise in the integration of gender perspectives across government national priorities and policies that align with international Conventions, Action Plans and National Policy on Gender Equality & Women's Empowerment.
<b>Job Classification:</b>	
<b>Date updated:</b>	20 March 2020
<b>Date approved by JEC:</b>	

### AGENCY VISION

*Expand economic opportunities, improve economic resilience and productive employment by ensuring descent work for all in the Cook Islands.*

*Kopu Tangata Matutu, Iti Tangata Matutu.  
Strong, resilient families and communities.*

# ORGANISATIONAL STAFFING STRUCTURE



## KEY RESULT AREAS (KRA'S)/OUTPUTS

<p><b>KRAs for this position (maximum of 6)</b></p> <ol style="list-style-type: none"> <li><b>1. Strategic Policy &amp; Management Support</b></li> <li><b>2. Management &amp; Team Leadership</b></li> <li><b>3. Specific Gender Research &amp; Advocacy Work</b></li> <li><b>4. Report, Monitor &amp; Document Best Practices &amp; Learnings</b></li> <li><b>5. Teamwork, Continuous Improvement &amp; INTAFF Values</b></li> <li><b>6. Health &amp; Safety</b></li> </ol>	<p><b>Key Performance Indicators (use SMART principles)</b></p>
<p><b>KRA 1: Strategic Policy &amp; Management Support</b></p>	<p><b>Jobholder is successful when:</b></p>
<ul style="list-style-type: none"> <li>• Support the further development of the gender thematic strategies in line with Convention of the Elimination of all Forms of Discrimination against Women (CEDAW), Business &amp; Professional Women's Association (BPW), and the National Policy on Gender Equality &amp; Women's Empowerment.</li> <li>• Provide support in the implementation of the gender strategies through gender working groups.</li> <li>• Primary lead in influencing gender equality across the Cook Island Government.</li> <li>• Provide technical support in the development and implementation of pragmatic gender work plans for specific programmes, in line with national and island priorities.</li> <li>• Support cross-cutting research and advocacy work around gender themes.</li> <li>• Coordinate capacity building initiatives on the gender theme for government and non-government organisations (NGO's) partners.</li> <li>• Influence the implementation of methodological tools that would be developed or adapted in the implementation of the gender thematic strategies.</li> <li>• Support an agenda that promotes pro-gender awareness raising in all Cook Island Government department programmes, policies and plans.</li> <li>• Provide advice on appropriate gender sensitive indicators that align with the Ministry's Business Plan and National priorities of the National Sustainable Development Plan (NSDP).</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from gender working groups, and Cook Island Government departments.</li> <li>• Timely and accurate programme reports.</li> <li>• Viable work plans and strategies developed and in place.</li> <li>• Positive feedback and reports from other government departments and NGO / Civil Society Organisation (CSO) partners.</li> <li>• Approved advocacy work.</li> <li>• Gender Focal Points established in all Cook Island Government departments</li> <li>• Methodological tools adapted and utilised.</li> </ul>
<p><b>KRA 2: Management &amp; Team Leadership</b></p>	<p><b>Jobholder is successful when:</b></p>
<ul style="list-style-type: none"> <li>• Support the development of annual divisional budget outputs/resources and work plans aligned to National Sustainable Development Plan (NSDP), and social development strategies as part of the annual Ministry Business Plan and reporting process.</li> </ul>	<ul style="list-style-type: none"> <li>• Gender Policy as part of the Social Policy output and work plan is developed in line with Business Plan and Budget.</li> <li>• Training and career development opportunities provided for staff.</li> </ul>

<ul style="list-style-type: none"> <li>• Lead the gender team Cook Islands National Council of Women (CINCW), &amp; Punanga Tauturu Incorporated (PTI) and assist in coordinating/facilitating the functioning of the gender thematic working group.</li> <li>• Engage effectively with colleagues and staff.</li> <li>• Create a team environment that fosters and develops effective working relationships and high performance.</li> <li>• Conduct ongoing review of team with view to sustained improvement.</li> <li>• Assure quality management of team.</li> <li>• Develop and maintain positive working relations with a wide network of partners, including Government, development partners, media, NGOs and CSOs.</li> </ul>	<ul style="list-style-type: none"> <li>• Employment engagement survey reflects effective team leadership.</li> <li>• Division continually strives for excellence.</li> <li>• Positive feedback from gender working groups and other colleagues in Cook Island Government departments.</li> <li>• Programme reports.</li> <li>• Member of gender taskforce.</li> </ul>
<p><b>KRA3: Specific Gender Research &amp; Advocacy work</b></p>	<p><b><i>Jobholder is successful when:</i></b></p>
<ul style="list-style-type: none"> <li>• Keep abreast of national and international research and policy development on gender equality.</li> <li>• Research, collect and analyse gender data and report the findings to the Manager in a format that enables a more focused strategic gender alignment.</li> <li>• Develop and maintain sustained partnerships and alliances with civil society organisations at national, regional and global level</li> <li>• Develop and implement a lobbying and advocacy strategic plan at national and island level.</li> <li>• Prepare advocacy materials in cooperation with key stakeholders and partners.</li> <li>• Ensure learning and knowledge generation through the alignment of processes and methods that target Cook Island Government departments in relation to the gender thematic areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Integration of up-to-date gender perspectives in policies and programmes</li> <li>• Positive feedback on advocacy and lobbying work from key partners and stakeholders.</li> <li>• Capacity training reports.</li> </ul>
<p><b>KRA 4: Report, Monitor &amp; Document Best Practices &amp; Learnings</b></p>	<p><b><i>Jobholder is successful when:</i></b></p>
<ul style="list-style-type: none"> <li>• Promote the development of practical resource kits that guide gender thematic work.</li> <li>• Promote capacity building initiatives strengthening synergy and exchange among gender working groups.</li> <li>• Contribute to organising annual learning events on programme practices and approaches in relation to the work on gender.</li> <li>• Promote replication of documented best practices on gender work among partner organisations at national and international levels.</li> <li>• Document lessons learned from review processes in order to continuously improve the</li> </ul>	<ul style="list-style-type: none"> <li>• Timely and accurate event reports.</li> <li>• Adapted pragmatic resource kits.</li> <li>• Positive feedback from partners and stakeholders.</li> <li>• Publications.</li> <li>• Newsletter.</li> <li>• Social media.</li> <li>• Timely and accurate review reports.</li> <li>• Timely and accurate bi-annual and annual reports.</li> <li>• CEDAW reports compiled and submitted to Cabinet.</li> </ul>

<p>quality of gender work in Cook Island Government departments.</p> <ul style="list-style-type: none"> <li>• In collaboration with key partners, support the review of the gender thematic programmes.</li> <li>• Coordinate reporting processes on the gender thematic work that contribute to the consolidation of the annual and bi-annual reports on gender.</li> <li>• Monitor and report on the implementation of the gender thematic areas.</li> </ul>	<ul style="list-style-type: none"> <li>• BPA reports compiled and submitted to cabinet</li> </ul>
<p><b>KRA 5: Teamwork, Continuous Improvement &amp; INTAFF values</b></p>	<p><b><i>Jobholder is successful when:</i></b></p>
<ul style="list-style-type: none"> <li>• Demonstrate self-management and continuous improvement in own performance and personal development by taking the lead on gender activities</li> <li>• Identify other partners who share similar interest for gender and engage with them to support the promotion on the rights of persons with gender in their areas of work.</li> <li>• Compliance with Code of Conduct and all internal Government of the Cook Island and Public Services Commission policies.</li> <li>• Positively contributes to improvement in output delivery by the team, efficiency of processes, procedures and behaviours.</li> <li>• Willingly assist the Secretary and other team members to learn new skills and share knowledge.</li> <li>• Lives the I.N.T.A.F.F. values actively and participates in all scheduled team activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity needs assessment identifies skills gap for improved service delivery.</li> <li>• Partnering arrangements established with stakeholders to raise the profile of gender specific issues.</li> <li>• Mid-Year and Annual self-assessments of performance are completed on time and areas of improvement agreed and worked on.</li> <li>• Full attendance and contribution to team meetings as recorded in minutes.</li> <li>• Contributes to team performance.</li> <li>• Displays behaviours in line with the Ministry of Internal Affairs values.</li> <li>• Participates willingly in scheduled team activities.</li> </ul>
<p><b>KRA 6: Health &amp; Safety</b></p>	<p><b><i>Jobholder is successful when:</i></b></p>
<ul style="list-style-type: none"> <li>• Take responsibility for keeping self and team free from harm.</li> <li>• Ensure staff are informed of Government of the Cook Islands Health and Safety requirements in the workplace and are equipped to carry out their work safely.</li> </ul>	<ul style="list-style-type: none"> <li>• All steps are taken to ensure the safety and wellbeing of the staff.</li> <li>• All requirements of Government of the Cook Islands Occupational, Health and Safety policy and procedures are met.</li> </ul>

## WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Competing priorities among stakeholders who are not gender sensitised.
2	Developing and implementing strategic policies and action plans consistent with a whole-of-Government approach under the NSDP.
3	Gender data research, collating and analysis capacity.
4	Gender specific awareness raising across the public service.

## AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. *(Explain the authority if any)*

<b>Financial</b>	No
<b>Staff</b>	No
<b>Contractual</b>	No

## FUNCTIONAL RELATIONSHIPS

The requirement for human relations skills in dealing with other personnel and external contacts. *(List the external and internal types of functional relationships)*

<b>Internal</b>	<b>Nature of Contact</b>	<b>External</b>	<b>Nature of Contact</b>
<b>Secretary of Internal Affairs</b>	<b>Medium:</b> Advise and inform.	<b>Minister</b>	<b>Low:</b> Advise, inform and deliver to.
<b>Director Social Policy &amp; Services</b>	<b>Low:</b> Advise and inform.	<b>Government Ministries and/or Agencies (i.e. MoE, MOH, Police, MFEM MFAI)</b>	<b>Low:</b> Advise, collaborate with, inform and deliver to.
<b>Manager Social Policy</b>	<b>High:</b> Advise, collaborate with, influence, inform, and deliver to.	<b>UN CEDAW Committee</b>	<b>Low:</b> Advise, inform and deliver to.
<b>Other Ministry Managers and Staff</b>	<b>Medium:</b> Advise, collaborate with, influence and inform.	<b>Stakeholders &amp; Donor Partners (national and international)</b>	<b>Low:</b> Advise, collaborate with inform and deliver to.

## QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

<b>Essential:</b> (least qualification to be competent)	<b>Desirable:</b> (other qualifications for job)
<ul style="list-style-type: none"> <li>A relevant undergraduate degree is a prerequisite for this role.</li> </ul>	<ul style="list-style-type: none"> <li>Post-graduate / Masters' Degree in a Social Science, Public Administration and Management or equivalent.</li> </ul>

## EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

<b>Essential:</b> (least number of years to be competent)	<b>Desirable:</b> (target number of years you are looking for)
<ul style="list-style-type: none"> <li>5-years' relevant work experience at an advisory portfolio level or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>10-years' working experience at advisory level or equivalent.</li> </ul>

**KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES**

Level of ability required for the job	
<b>Expert</b>	<ul style="list-style-type: none"> <li>• Experienced in strategic planning, project management and social policy development in a public sector context.</li> <li>• Experience in research methodologies, analyses and report writing.</li> <li>• Ability to establish and maintain productive working relationships and networks.</li> <li>• Understanding of relevant legislation, regulations and standards.</li> <li>• Able to develop, review, implement social policy</li> <li>• High level of project expertise and analytical and problem solving skills.</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>• Experience in project management methodologies and sound analytical problem solving skills</li> <li>• Effective communication skills; oral and written</li> <li>• Proficient in the use of the Microsoft Office suite software</li> <li>• Legal compliance process.</li> <li>• In-depth knowledge of institutional, legal and Government policy frameworks.</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the institutional, legal and policy frameworks at national and local level that impact gender equality.</li> <li>• Planning, budgeting, reporting and project cycles.</li> <li>• Effective communication skills.</li> <li>• Annual reporting.</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Networking effectively.</li> <li>• NGO/CSO engagement at Government level</li> <li>• Exposure to taskforce focus.</li> </ul>

**CHANGE TO JOB DESCRIPTION**

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

**ACCEPTANCE AND APPROVAL OF THE JOB & EVALUATION COMMITTEE ASSESSMENT**

**Date Approved:**     \_\_ / \_\_ / 2020

Accepted and Signed for and on behalf of the Ministry of Internal Affairs:

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**Anne Herman**  
**Secretary of Internal Affairs**

**RECRUITMENT ACCEPTANCE AND ENDORSEMENT**

**Approved:**

\_\_\_\_\_  
HoM/Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date