



CAREER OPPORTUNITY

GENDER TRAINING OFFICER

JOB TITLE: GENDER TRAINING OFFICER

JOB SUMMARY:

The Gender Training Officer will be responsible for facilitating the recruitment and selection of trainees from within communities and ensuring that both staff and members of community groups and Non-Governmental Organizations participate in projects and programmes which are aligned to the strategic objectives of the Office of the Prime Minister (Gender and Child Affairs).

REPORTS TO: Director, Gender Affairs

INTERACTION/CONTACTS:

The Gender Training Officer liaises with Government Ministries/Departments and Agencies; Civil Society Organizations/Groups; Private Sector and International and Regional Bodies/Organization on matters related to gender and development. The job also requires the incumbent to work with the Project Execution Officers and other staff of the Gender Affairs Division.

DUTIES AND RESPONSIBILITIES:

- Undertakes a needs analysis in keeping with the Division's strategic objectives including the National Gender Policy.
- Develops annual training plans based on the results of the needs analysis.
- Works with curriculum specialists to develop and standardize gender training programmes.
- Conducts training programmes.
- Designs and implements a monitoring and evaluation mechanism for the Division's training programmes.
- Collects profile information on the participants of the workshop for purposes of monitoring and evaluation.
- Conducts research on social projects (e.g. health, education, social policy) for the Division with a view to developing appropriate training programmes.
- Provides technical input for the development of training programmes in public and private organizations.
- Serves on Government committees on which technical expertise is required.

- Prepares monthly/quarterly reports of training workshops.
- Prepares budgets for the work of the Unit including workshops, consultations, conferences, training programmes, exchange programmes.
- Reviews “state of the art” training technologies to determine appropriateness and introduces same into the system.
- Any other related duties as determined by the Director or a relevant Manager.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of Public Service policy and procedures.
- Ability to use Microsoft Word, Excel and PowerPoint.
- Proficiency in the English Language.
- Knowledge in Gender and Development.

SKILLS AND ABILITIES:

- Excellent oral and written communication skills.
- Excellent presentation skills.
- Excellent interpersonal skills.
- Ability to establish and maintain good working relationships with persons at all levels of the society.

MINIMUM EXPERIENCE AND TRAINING:

- A Master’s Degree in any of the Social Sciences.
- Qualifications in Gender and Development Studies will be an asset.
- At least five (5) years experience in a similar environment or
- Any combination of qualifications and experience.



CAREER OPPORTUNITY

PROJECT EXECUTION OFFICER

JOB TITLE: PROJECT EXECUTION OFFICER	
JOB SUMMARY: To assist the Manager with the execution of projects and programmes which are undertaken by the Gender Affairs Division, of the Office of the Prime Minister	
REPORTS TO:	Director, Gender Affairs
INTERACTION/CONTACTS: The Project Execution Officer will interact with Government Ministries/Departments and Agencies; Civil Society Organizations/Groups; Private Sector and International and Regional Bodies/Organizations on matters related to gender and development. The job also requires the incumbent to work with the technical officers and other staff of the Gender Affairs Division.	
DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">■ Assists in the Preparation and review of Annual Work Plan/ Projects and Budget.■ Identifies, formulates, implements and evaluates programmes and projects of the division.■ Identifies development issues which can benefit from projects/programmes of the Division.■ Establishes and maintains outreach with Non-Government, community and village groups, labour unions, the private sector and Government Ministries and agencies.■ Researches and compiles sex – disaggregated data across sectors.■ Conducts training and sensitization programmes for community groups and organizations.■ Reviews requests by organizations for financial and technical assistance and makes recommendations.■ Advises organizations on the design, execution and review of specific projects/programmes in relation to gender and development issues.■ Participates in planning and hosting of all relevant meetings, seminars, conferences and workshops.	

- Prepares project budgets.
- Participates in activities of national committees and other organizations (both public and private sector) which deal with gender and development issues.
- Monitors, tracks and documents the completion of major activities in the Division.
- Contributes to the preparation of periodic reports on the implementation of international human rights Conventions.
- Performs other related duties as may be determined by the Director or any other Manager.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Ability to develop, implement and follow Project techniques and procedures.
- Expert use of computer software including MS Project.
- Proficiency in the English Language.
- Knowledge in Gender and Development will be an asset.

SKILLS AND ABILITIES:

- A demonstrated ability to work independently and to work well as a dedicated member of a team.
- Ability to establish and maintain good working relationships with Public, Private Sector and Civil Society Agencies.
- Strong organizational and team building skills.

MINIMUM EXPERIENCE AND TRAINING:

- Public Sector Programme/Project experience.
- At least a first degree in any Social Science discipline.
- Qualifications in Project Management.
- At least Five (5) Years' experience working in a project driven environment **OR**
- Any combination of qualifications and experience.



CAREER OPPORTUNITY

STATISTICAL ANALYST

JOB TITLE: STATISTICAL ANALYST**JOB SUMMARY:**

The incumbent undertakes professional work at the entry level in the field of statistics. This person is responsible for assisting in organizing and directing the collection, analysis and publication of basic statistical data over a wide variety of fields. The individual is responsible for conducting statistical research analyses by developing research protocols, compiling and analysing data, using specialized statistical computer programs, managing databases, and presenting research results in numerical and graphic formats, for use in management planning.

REPORTS TO:**DIRECTOR, GENDER AFFAIRS****SUPERVISION GIVEN TO:****NIL****DUTIES AND RESPONSIBILITIES:**

- Develops statistical surveys by designing data collection instruments, calculating sample sizes and selecting appropriate analytical procedures.
- Organises, directs and assists in collating and compiling data collected, presents and summaries data into tabular form using basic statistical techniques.
- Prepares and dispatch questionnaires to respondents of routine regular surveys.
- Conducts data analyses and reports results associated with research studies using SPSS, SAS, and other statistical analysis software.
- Summarizes statistical results of research projects by creating graphs, tables and charts.
- Interprets and conveys results to project leaders, principal investigators and/or external agencies.
- Refines statistical models after consultation with management.
- Assist in the extraction of information from administrative records and its tabulation onto worksheets under the direction of a superior or in conformity with written instructions.
- Checks completed worksheets principally for arithmetical or computational errors in accordance with established procedures.
- Maintains an electronic filing system for statistical finding and research conducted in accordance with established procedures.
- Performs related work as may be required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the theory, systems and practices of statistical research and of the standards sourced and uses of information in social sciences.
- Knowledge of standard statistical research procedures and methodologies employed in statistical research and its application.
- Skill in the use of personal computers.

- Proficiency in the use of Microsoft Office Suite.
- Ability to compile, correlate and analyse and arrive at sound conclusions.
- Ability to represent findings and conclusions effectively in appropriate tabular, graphic and written forms.
- Ability to establish and maintain effective working relationships with associates, officials of other government agencies and representatives of private firms.
- Ability to establish and maintain effective and working relationships with officers.

MINIMUM EXPERIENCE AND TRAINING
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| <ul style="list-style-type: none"> • Training as evidenced by a degree from a recognized university in Social Sciences, Economics or Sociology, with core courses in Statistics. |
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