



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Gender Officer

MINISTRY: Ministry of Home Affairs and Transportation

DEPARTMENT: Gender Affairs

LOCATION: Grand Turk

JOB SUMMARY:

This is a specialized position that has department-wide responsibility. The post holder is responsible for providing services to the victims of domestic violence. He/she is responsible for interviewing and assessing individuals and families who are victims of domestic violence. They will ensure that the needs of disadvantaged persons in the communities are met.

The incumbent is also expected to support the integration of the Gender perspective into projects and activities and to ensure that gender aspects are mainstreamed and strengthened throughout the organization's two offices. The incumbent will also be responsible for designing and developing presentations for public sensitization on Gender education, including compliance with national, regional, and international observances.

KEY DUTIES AND RESPONSIBILITIES:

1. With the assistance of the Deputy Director, conduct home visits with clients, and their families (individual, group, and family).
2. Develop promotional packages, and activity work plans, including PSA's, outreach videos, and newsletters, for presentation to schools and community groups on Domestic Violence issues.
3. Manage all event operations (preparing venue, invitation, etc.) and evaluate events' success and submit reports.
4. Manage assigned cases – plan, monitor, and review assigned cases to ensure that progress is being made while keeping accurate and timely records.
5. Assist the Deputy Director, with court referral, and case conferences and investigate cases of abuse and needs of disadvantaged persons in the community and implement the practical intervention.





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6. Advocate/collaborate and foster partnership with Key stakeholders to ensure that needs of clients and their families are met and to enable them to access and utilize systems and/or services available in the local community.
 7. Assist the Deputy Director with the development and Coordination of educational workshops addressing the identified needs of the community (domestic violence, gender-based violence, single parenting, sexual and reproductive health, etc.)
 8. Adhere to all Public Service Codes, Rules, and Regulations.
 9. Perform any other related duties as directed by the Deputy Director or Director.
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Qualifications:

An Associate's Degree in any of Social Sciences, Gender studies, or equivalent with at least three (3) years working experience.

Experience:

The position requires a minimum of one year of the job experience to acquire the necessary competencies to respond effectively to the challenges of the job; that would include

- Experience with working with vulnerable groups.
- Use of excel and other common computer programs
- Knowledge of department policies and procedures
- Knowledge of domestic Violence and Gender Trends
- Knowledge of the culture of the community
- Excellent report writing skills
- Multitasking and organizational skills, ability to plan, prioritize and execute tasks independently
- Outstanding communication and negotiation skills

SALARY: Grade 5.1 - \$38,691.00 per annum

APPLICATION PROCEDURE



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Resumes with current contact information must be accompanied by a Covering Letter and National Turks & Caicos Islander Status Card (where applicable) or a photocopy of your passport photo page.

Two letters of reference will be required for all shortlisted candidates, together with copies of educational certificates. Any criminal record should be declared, and further checks will be carried out on shortlisted candidates. (A Police Certificate is required if available in Country of Applicant)

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current TCI Government serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

"TURKS AND CACIOS ISLANDERS NEED ONLY APPLY"

