



MANUS PROVINCIAL ADMINISTRATION
Office of the Provincial Administrator

**SUBMISSION TO THE PERMANENT PARLIAMENTARY COMMITTEE ON
GENDER EQUALITY AND WOMEN'S EMPOWERMENT ON MANUS
EFFORTS TO ADDRESS GENDER-BASED VIOLENCE IN ADVANCE OF THE
UPCOMING INQUIRY FROM 24TH TO 26TH ST MAY 2023**

INTRODUCTION

This information paper is compiled by Manus Provincial Administration through the Division of Community Development for the Permanent Parliamentary Committee on Gender Equality and Women's Empowerment on Manus Province efforts in addressing Gender-based violence in advance of the upcoming inquiry from the 24th to 26th to May 2023.

PROVINCE INFORMATION

Manus Province is the most Northern Province of PNG and 2⁰ South of the Equator. Its total land area is 2,100 square kilometers and the smallest province in PNG in terms of both its land area and its population of 86,000 estimate to 2021. However, it has a total of 274,243.6 square kilometers of sea area, unlike other provinces; Manus is both a province and a district respectively. Administratively, Manus is a Province with one District, technically is one Province one district, 12 Local Level Government and 131 Wards.

The geographical features of Manus Province allow it to share common boundaries with New Ireland Province (NIP) to the north-east, West New Britain Province (WNBP) to the south-east, Madang to the south, East Sepik Province (ESP) to the south-west, West Sepik Province (WSP) to the north-west and Federated State of Micronesia to the North. The provinces climate is equatorial in nature with more or less constant average temperatures throughout the year, and high rainfalls annually of approximately 3000 milliliters of rain all, Temperature range from 21.5 degree – 31.8 degree Celsius.

The people of the province are ethnically Melanesian race in appearance inhabiting the Admiralty Island whilst a predominately Micronesian race inhabiting the North and South Western islands. Apart from 30 different languages (2 extinct only 28) spoken in the province, there are three main languages that have been used as communication languages. Tok Pisin for general communication purposes, English as an official language for learning and business be it government or private enterprise. Strangely, Japanese and Motu is also spoken by some people.

DATA & RESPONSE RELATED TO GBV AND SARV IN MANUS

Manus currently do not have a particular system in place to collect data relating to GBV and SARV therefore making it difficult to know the exact number of GBV and SARV cases within the province. The key players in the GBV space within the province such as the RPNGC, Provincial Government, Churches and Health Authority must collaborate and establish a system that connects everyone and ensure collation of data is effective and efficient. The province hopes that after the formation of the gender-based violence committee which we plan to establish before the end of 2023, we should be able to identify ways forward in terms of data collation.

PROGRESS ON MANUS PROVINCIAL GBV STRATEGY

Manus Provincial Administration through the Division of Community Development is currently working on a Provincial GBV Strategy which should be completed and ready for vetting by June 2023. The Strategy will clearly outline the road map for addressing GBV in Manus including assembling of data. As it is still work in progress, we are not able to provide a copy for now.

PROGRESS ESTABLISHING A GBV SECRETARIAT

Manus Provincial Administration has included in its current corporate plan the establishment of a GBV Secretariat. The structure and staffing will be clearly outlined in the GBV Strategy which the Administration through the Division of Community Development is still drafting. Therefore, once the draft strategy is completed and endorsed by the Provincial Executive Council, establishment of the secretariat is an important step in the implementation of Manus Provincial GBV Strategy.

Furthermore, Manus Provincial Administration has just completed the first stage of its organization restructure and has also taken into account the need to have an officer designated to assist in the implementation of the strategy, other GBV initiatives and programs. The proposed designation is Gender Based Violence Officer under Grade 12 classification and is under the Division of Community Development and reports directly to Coordinator Family and Child Services. A copy of the job description is attached as annexed A.

PROGRESS IN ESTABLISHING GBV/ FAMILY SEXUAL VIOLENCE/CHILD WELFARE ACTION COMMITTEE

Currently the Province does not have a committee established however, Manus Provincial Administration through the Division of Community Development, Law and Justice Division through the village court and district court, Manus Provincial Health Authority Gender Section and FSVU of Manus Provincial Police Station address GBV in their own terms using their own capacity. Manus Provincial Administration envisage to have an interim committee established by July of 2023.

BUDGET ALLOCATION FOR GENDER- BASED VIOLENCE

Manus Provincial Administration have not in the previous years and this year allocated any specific budget to address GBV, however the Administration through the Division of Law & Justice, Division of Community Development as well as RPNGC and Manus Provincial Health Authority assist victims through their respective budget allocation to assist clients where necessary. The Province internal revenue is very low compared to other Provinces thus the little we get to allocate a budget funding once the strategy is completed and endorsed by the end of this year.


GBV CRISIS SUPPORT SERVICE

Manus currently does not have specific GBV crisis support services that are available in the province. However, we envisage the strategy will pave way for establishment of crisis support services addressing GBV. Manus doesn't have a safe house neither a family support center therefore we do not have any data to present at this stage. However, counselling services are provided by churches, Division of Community Development, FSVU section within RPNGC and the Gender section of Manus Provincial Health Authority.

GBV PREVENTION ACTIVITIES

In Manus there have not been any specific GBV prevention activity however, awareness is raised during special events such as National Women's Day, National Children's Day, etc. as well as official patrols to the LLG and Wards by Manus Provincial Government through Division of Community Development and Law & Justice, Manus Provincial Health Authority and Police. The Administration have plans to expand through the media and other mediums of communication in the near future.



 MR. OKA NUNGU

PROVINCIAL ADMINISTRATOR

MANUS PROVINCIAL ADMINISTRATION



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION

1. IDENTIFICATION

AGENCY: MANUS PROVINCIAL ADMINISTRATION	SYS. POSN. NO: 0860000139	REF. NO: MAS CD 006	
OFFICE: DEPUTY ADMINISTRATOR – CORPORATE & SOCIAL SERVICES	DESIGNATION/CLASSIFICATION: GENDER BASE VIOLENCE OFFICER- GRADE 12		
DIVISION: COMMUNITY DEVELOPMENT	LOCAL DESIGNATION: CHILD & FAMILY SERVICE COORDINATOR		
BRANCH: (Name of Branch where position is located)	REPORTING TO: COORDINATOR COMMUNITY DEVELOPMENT	SYS. POS. NO: NIL	REF. NO: MAS CD 001
SECTION: (Name of Section where position is located)	LOCATION: LORENGAU		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference/File No.)	(Structure approved date)	(Record of how position has changed)

2. PURPOSE

- To coordinate all Gender Based Violence initiatives in the Province and providing executive service to the Gender Based Violence Secretariat.

3. DIMENSIONS

- Coordinate and implement the initiatives against Gender Based Violence awareness on Gender Based Violence and its impact and ensuring every citizen in the province adapt and understands the concept of the policy governing gender-based violence.
- Responsible in facilitating and coordinating trainings relating to gender-based violence and its behavioral aspects.
- Responsible for sectional budget formulation processes, matters relating to child protection including facilities/equipment. Report directly to the Advisor – Community Development.

4. PRINCIPLE ACCOUNTABILITIES

- Accountable to the Advisor, Community Development
- Responsible to the Advisor - Community Development for guidance.

5. MAJOR DUTIES

- Provide Counseling Services to GBV clients.
- Provide Executive duties to GBV Secretariat
- Carry out survey on Social issues on gender-based violence policies, plans and programs.
- Coordinate Gender-based Violence programs, evaluate and report to the Community Development Advisor
 - Provide immediate response and referral pathway for GBV clients.
- Implement GBV Plans and policy

- Carry out other duties as directed.

6. NATURE AND SCOPE

Establish funded position within the Division of Community Development structured under the Governance Sector as according to Manus Provincial Administration Structure. Coordinate funded programs/ activities involving gender based violence in the province addressing issues related problems including marital and family violence and child abuse. Provide awareness on community/family life policing and safe homes. Responsible in managing facilities/equipment within the capacity of the job/position. Report directly to Coordinator – Community Development for updated reports.

6.1 WORKING RELATIONSHIP

(a) Internal

- Consult with coordinator, Community Development on matters relating to family life programs.

(b) External

- Consult with CEO - Office of Child & Family Services and other stake holders and the National Department on the National rollout policies and Programs.

6.2 WORK ENVIRONMENT

It is a statutory position; hence the nature of the job portrays the background of a qualified and experience personnel who have been dealing with similar work environment of related social/community development work as specified in the contents herein.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

▪ Rules/procedures

Must have knowledge to interpret the Public Service General Order (PSGO), Public Finance Management Act (PFMA) & Financial Procedures, Lukautim Pikinini Act and Organic Law on Provincial & Local Level Government Governing System.

▪ Decision

Must have knowledge in the application of decision that must be applicable and in compliance accordingly to the above rules and procedures in consultation with the appropriate governing bodies.

▪ Recommendations

Must have knowledge in the processes and procedures of recommendations that must be applicable and in compliance accordingly to the above rules and procedures in consultation with the appropriate governing bodies.

8. CHALLENGES

Have high levels of assertive leadership, negotiation conflict and oral and written presentation. Be a team player who is administrative oriented results, detail conscious, innovative and approachable. Be able to demonstrate a successful track record of senior management requirements. Self-discipline and commitment to the job has ability to interact and work well with others in team environment.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

- Be a Certificate Holder of Secondary Level of Grades 10 & 12
- Hold a minimum of a recognized graduate Degree in Arts, Humanities, Social Work and or other Social Science discipline is desirable.
- Tertiary level qualification of Certificate/Diploma in Community Development and any other qualification that is acceptable to the Department of Personnel Management.

(a) Knowledge

- Gender based violence and referral pathways
- Family/Child Welfare

- *Family Laws*
- *Data Collections, analyze and entry*
- *Social survey*
- *Attend to Court Cases and Proceedings.*

(b) Skills

- *Counseling skills*
- *Computing skills*
- *Research & report writing skills*

(c) Work Experience

- *Family/child welfare Work, Social Survey, data management and reporting*
- *Have proven work experience in computing and administrative requirements.*