

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

**Ministry:** Gender Equality, Child Development and Family Welfare

**Post:** Gender and Development Officer

**Salary:** Rs 36,575 x 1,200 – 37,775 x 1,500 – 58,775 (23 64 79)

**Effective Date:** 08 September 2014

**Qualifications:**

A. A Master's Degree in Sociology or Social Work or Social Policy or Social Studies or Women Studies or Gender from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) reckon at least three years' relevant post-qualification experience;
- (ii) possess analytical skills;
- (iii) have good organising, communication and interpersonal skills; and
- (iv) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and Responsibilities:** To assist in designing and implementing policies and programmes geared towards promotion of gender related issues.

- Duties:**
1. To assist the Head, Gender Unit in the performance of his duties.
  2. To oversee and implement gender mainstreaming strategies.
  3. To advise on gender related issues.
  4. To contribute in capacity building of stakeholders of the National Gender Machinery (NGM).
  5. To act as a liaison officer between the different units of the Ministry and all stakeholders to ensure that the NGM is a full-fledged gender analysis and policy making body.

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**CERTIFIED CORRECT**

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*S. Chandring*  
for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

**08 September 2014**

Date.....

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6. To assist in the preparation of work plans and Programme Based Budget of the Gender Unit.
7. To provide gender expertise and technical support on implementation of the National Gender Policy Framework.
8. To participate in programmes and other fora so as to promote gender agenda at national and international levels.
9. To manage the Gender Information System.
10. To follow up the recommendations pertaining to gender issues with regard to regional and international commitments.
11. To prepare reports and/or information, education and communication materials on issues relating to gender.
12. To use ICT in the performance of his duties.
13. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Gender and Development Officer in the roles ascribed to him.

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*S. Chandip*  
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