

**MINISTRY OF PUBLIC SERVICE, GENDER,
SENIOR CITIZENS AFFAIRS AND SPECIAL
PROGRAMMES.**

STATE DEPARTMENT FOR GENDER

**ATTACHMENT REPORT FOR THE PERIOD OF 30TH MAY 2022
- AUGUST 31ST 2022**

Name of Intern : Ondigo Laurence Eddy

Department : ICT

Name of Supervisor : Francis M. Muriuki

Introduction

Background information on Institution

The State Department for Gender (SDfG) was established in November 2015 following a re-organization of government Ministries. It is one of the two State Departments in the Ministry of Public Service and Gender, the other being the State Department for Public Service. The State Department was created from the former Ministry of Devolution and Planning to promote gender mainstreaming in national development processes and champion for the socio-economic empowerment of women.

Following a September 2021 Ministerial re-organization, State Department for Gender is currently under Ministry of Public Service, Gender, Senior Citizens Affairs and Special Programs

The functions of the State Department for Gender (SDfG) are currently being executed through four technical directorates, County Gender Offices, Gender Focal Points Officers and Administration. The Gender Function entails:

1. Developing, reviewing, interpreting, implementation and monitoring of gender policies, programmers' and plans;
2. Designing and facilitating programs/projects that promote gender equality;
3. Coordination of gender mainstreaming into the national development agenda;
4. Institutionalization of gender mainstreaming in Ministries/Departments, Counties and Agencies (MDCAs);
5. Promotion of gender socio-economic empowerment;
6. Sensitization of stakeholders on gender related issues;
7. Monitoring the implementation of gender related funds;
8. Undertaking research on gender issues;
9. Management of the Gender Research and Documentation Centre;
10. Monitoring prevalence of Female Genital Mutilation (FGM) and Sexual and Gender Based Violence (SGBV);
11. Coordination of programs for elimination of incidences of FGM.
12. Development and maintenance of gender disaggregated data and management information systems;
13. Promotion of partnership with stakeholders on gender related matters;
14. Monitoring and validating impact of gender programs and projects;
15. Negotiation, domestication and reporting on gender related international and regional treaties, protocols and conventions; and,
16. Community mobilization on gender issues.

A. Description of the Organization Establishment

Location and brief history

The location of head office of the State Department for Gender is summarized below:

Physical Address Teleposta Towers, 4th Floor, Kenyatta Avenue, Nairobi

P.O. Box 29966-00100

Objective of the establishment

The mandate of the State Department for Gender Affairs as provided in Executive Order No. 1/2018 include:

1. Gender Policy Management
2. Special Programs for Women Empowerment
3. Gender Mainstreaming in Ministries/ Departments/Agencies
4. Community Mobilization
5. Domestication of International Treaties/Conventions on Gender
6. Policy and programs on Gender Based Violence (GBV)

The various departments/units in the establishment and their functions.

1. Gender Mainstreaming

The directorate functions include:

1. To coordinate gender mainstreaming in Ministries, Departments and Agencies (MDAs)
2. Advocacy on Women participation and leadership
3. Monitoring and evaluation of gender mainstreaming in MDAs
4. Coordinate and facilitate field services.

2.Socio-Economic Empowerment

The directorates functions include;

1. Designing special programmes for women, men, girls and boys empowerment.
2. Monitoring, creating awareness and linkages on socio-economic empowerment programmes being implemented by the SAGAs and AGPO
3. To coordinate the implementation of the sanitary towels Programme.

3.Gender Policy and Researching

The directorate functions include;

1. Gender policy management.
2. Domestication of international treaties/conventions on gender.
3. To coordinate research on gender issues to inform policy decisions and programmes.

4. Anti-Gender Based Violence

The directorates functions include;

1. Coordinating implementation of international protocols and treaties that address human rights violations such as United Nations Security Resolution 1325(UNSCR)-1325), CEDAW, The Maputo protocol on Women Rights as well as other instruments addressing human and women rights.
2. Facilitating the reporting and referral of GBV survivor in accordance with the five Ps (prevention, protection, prosecution, programming and partnership)

5. Administration

This is the Directorate that coordinates all the support services in the State Department for Gender Affairs. It is made up of several Units. These include:

- i. Human Resource Management and Development
- ii. Finance
- iii. Accounts
- iv. Supply Chain Management
- v. Central Planning and Project Monitoring Unit
- vi. Information and Communication Technology (ICT)
- vii. Public Communications
- viii. Internal Audit

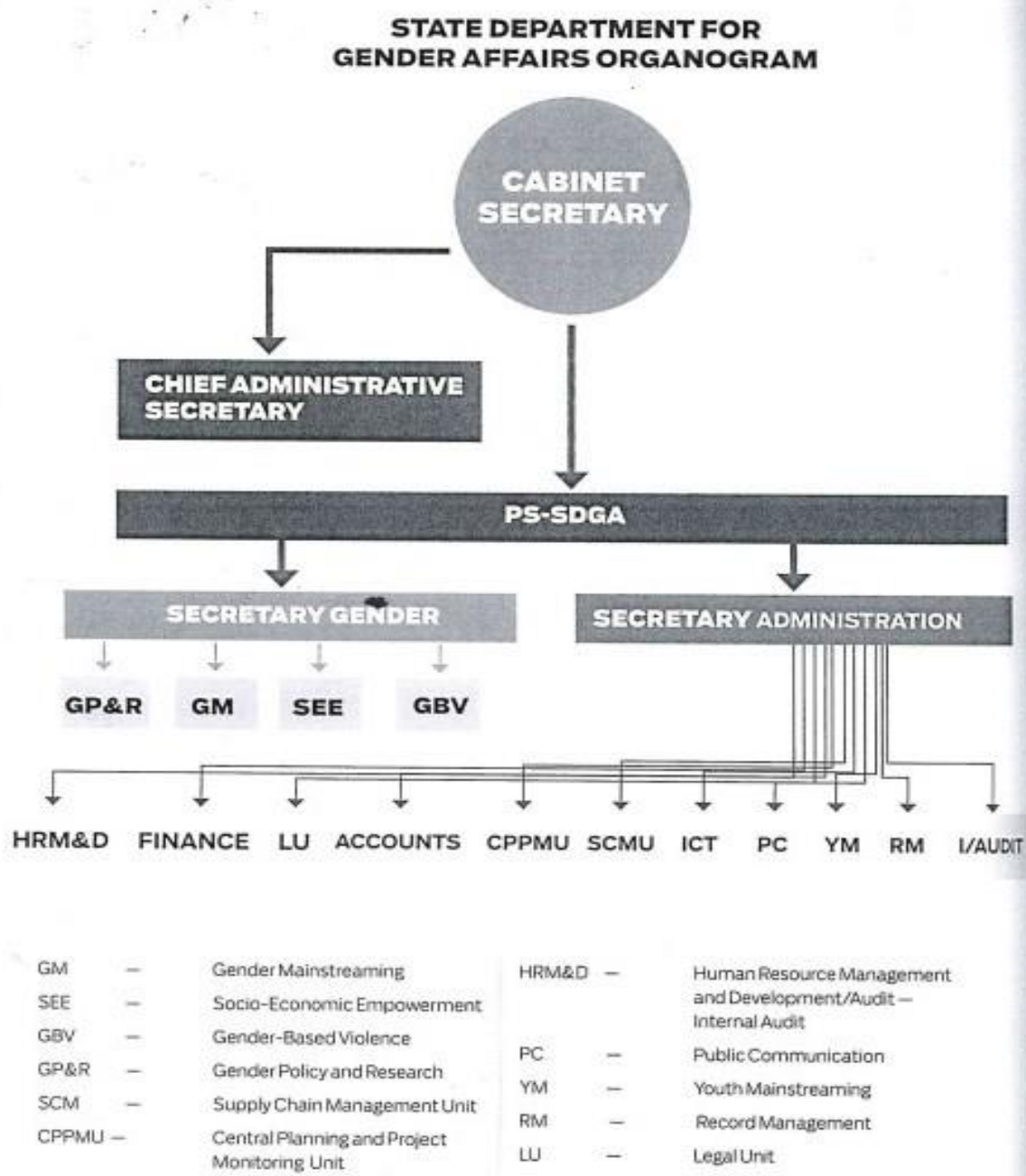
Semi-Autonomous Government Agencies (SAGAs)

The State Department for Gender Affairs oversees the activities of the four SAGAs:

1. Women Enterprise Fund (WEP)
2. Uwezo Fund
3. National Government Affirmative Action Fund (NGAAF)
4. Anti-Female Genital Mutilation (FGM) Board

Organizational Structure

The structure of the State Department for Gender is presented by the following organogram. (Strategic Plan, 2018-2022, p.44)



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B. Expectations from the Attachment

When I was deployed to state department of gender in the department of ICT I expected to expand my knowledge and skills in the field of IT

The following are skills that I expected to gain:

- Gain communication skills
- Problem solving skills
- Have team work skills
- Be organized so that I can be more efficient and productive at work
- Be analytical where I will be able and expected to find logical solution to problems
- Find enjoyment in learning new things

C. Report on Actual Work

Work supplemented by the ICT Unit is highlighted below;

Computer troubleshooting

- Fixing hardware problems such as not powering monitors, CPU's, printers, keyboards, mouse and laptops.
- Data backup and data recovery.
- Disk cleaning and fragmentation.

Installation of software

Among the software used by these directorates include;

- The main Operating System; Microsoft Windows10.
- The Kaspersky Antivirus Software.
- Device drivers to connect printers from different vendors to be connected with computers.
- Application software; different versions of Microsoft Office Suite, WebEx Cloud Meeting, Zoom Cloud Meeting.
- Cisco VPN
- Ifmis software

Network troubleshooting

- replacing Ethernet cables between computers, printers, network switches and patch panels.
- configuring proper network settings for computers and printers, and
- maintaining the network distribution centers.

User support

- Support Online meetings using Cisco WebEx and Zoom.
- Specifying preferences in software such as Microsoft Office Suite, Antivirus Software.
- Documents printing and scanning,
- Setting and resetting account user,
- Maintaining computer and printers together with their resources such as printing papers, and
- Technical inspection of devices such as computers and printers.

1 IT Team and Work Environment

I enjoyed every moments I worked with IT team. We always come to solution in a problem and whenever I get stuck in a problem they come and help

D Challenges

- We have small office space for IT officers
- Some computers are outdated and we should have new computers
- Have alternative internet connection when there is internet failure

E. Recommendations

Following my stay in the State Department of Gender, I would recommend the following:

- Creating more office space
- Having second internet connection alternative when internet connection is down
- Purchase new computer since most computers are outdated

Prepared by : Ondigo Laurence Eddy

Sign :