



ASIA INDIGENOUS PEOPLES PACT FOUNDATION

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Call for Application

Position: Programme Officer

Unit: Organizational Strengthening and Movement Building (OSMB)

Duration of the Contract: 1 year (including 3 month' probation) with the possibility of extension based on performance

Reports to: Deputy Secretary General (DSG)

Duty Station: AIPP Regional Secretariat, Chiang Mai, Thailand

Date of Announcement: Wednesday, 29 April, 2020

Deadline: Wednesday, 25 May, 2020

Background:

The Asia Indigenous Peoples Pact (AIPP) is a regional organization founded in 1992 by Indigenous Peoples' movements in Asia. AIPP is committed to the cause of promoting and defending indigenous peoples' rights and human rights and articulating issues of relevance to indigenous peoples. At present, AIPP has 47 members from 14 countries in Asia with 18 indigenous peoples' national alliances/networks (national formations), 30 local and sub-national organizations. Of this number, 16 are ethnic based organizations, six (6) indigenous women and four (4) are indigenous youth organizations and one (1) organization of indigenous persons with disabilities.

The Organizational Strengthening and Movement Building (OSMB) Programme's main focus is to provide support to institutional strengthening of its members and partners including conduct of sub-regional meetings of members, country level assessment and consultation, regular meetings of Executive Council, the strengthening of the AIPP programmes and activities. OSMB guides and provides coherence of the overall programmes of AIPP at the secretariat through streaming inter-programme collaboration and integration, build inter-linkages of projects and thematic issues such as on women and youth and movement building.

The Programme Officer (PO) shall provide support to the overall implementation of the OSMB Programme's Work Plan guided by AIPP Strategic Planning and fulfillment of the following objectives:

- Strengthen specific capacity building of members, IP organisations and communities for stronger grassroots movements, increased collaboration and sustained advocacy at the local and national level.

- Stronger advocacy at the national and sub-national levels to governments and key development actors to implement and comply with UNDRIP and other International Human Rights and women's rights standard.
- Strengthen the revitalization and promotion of identity, culture, knowledge and values of indigenous peoples in Asia.
- Enhance sustainable resource management systems of indigenous communities and generate support in resisting attempts to undermine or destroy these systems.
- Build/strengthen the networks and coalitions of IP women and youth, including indigenous persons with disabilities (IPwDs), at the local, sub-national, national and regional levels as appropriate.
- Increase participation of indigenous women and youth, including vulnerable groups like indigenous persons with disabilities (IPwD) in relevant national, regional and international events, mechanisms and processes as well as in the decision making

Specific Duties and Responsibilities:

- Assist DSG to implement the strategic plan of AIPP including preparing regular updates on the progress
- Prepare work plan of OSMB programme under the guidance of DSG and Executive Secretary (ES)
- Prepare reports of project activities and consolidate the outcome of regional meetings, country level review and assessment processes, including follow up actions
- Work closely with ES to consolidate programme/project reports and assist in preparing annual reports
- Ensure proper filing of programme documents, reports, and related materials under OSMB
- Assist ES and DSG to consolidate M&E information system of AIPP
- Provide necessary support to Management Team in the conduct of mid-term and annual assessment, annual and other meetings
- Ensure the implementation of monthly and annual work plans in coordination with the ES
- Assist DSG in fund raising and in formulating and completing proposals in consultation with the Management Team members as appropriate.
- Assist DSG to implement the AIPP core fund and AIPP fund by providing necessary administrative support
- Assist DSG in coordination and management of the organizational strengthening and disaster support for members through the AIPP Fund
- Assist DSG and ES to conduct assessment of financial management capacity of new project partners in close consultation with Finance - Admin Coordinator and Program Coordinator.
- Prepares contracts for partners in relation to agreed plans/activities

- Prepares project and activity budget including the partner's budget and ensure the consistency of budget preparations in term of budget line submitted to the donor
- Prepares a budget request and project finance transaction ensuring the completion and accuracy of the request including supporting document and account code in the request.
- Assist SDG in monitoring the fund utilization of the programme/ project and ensure the compliance to the donors' requirements.
- Assist DSG in reviewing the financial report form finance staff and project partners and provide feedback in timely manner.
- Perform other duties and responsibilities assigned by the DSG

Knowledge and Qualification:

1. Bachelor's degree on social science and related field
2. Comprehensive knowledge and understanding of Indigenous Peoples rights, issues and concerns especially of Indigenous Peoples in Asia

Experiences:

1. At least 2 year's work experience in working on national or regional Indigenous Peoples' organization/network
2. At least 3 year's work experience and proficiency in project implementation & management; report writing and documentation

Skills and Abilities

1. Excellent communication skills in written and verbal English
2. Skilled in planning and implementing activities: identifying and systematizing tasks, coordination, arranging logistics and technical support, etc
3. Skilled in preparing substantive reports
4. Computer literate including the use of Microsoft excel
5. Self-motivated, dynamic, creative and energetic
6. Positive attitude to working in a multi-ethnic/social environment
7. Flexible to do multi-tasking and to work under pressure
8. Willing to travel throughout Asia and beyond, when needed

Remuneration and benefits include:

1. Competitive salary and benefits including 13th month pay
2. Housing and personal communication allowance.
3. Health Insurance including annual executive medical check-up
4. Travel fare for annual home visit for foreign staff
5. 22 days annual Paid holidays
6. Provident Fund
7. Related cost for work permit and visa

Salary rate shall be based on qualifications and on prevailing rates of regional NGOs based in Thailand

Interested indigenous persons from Asia can submit application (indicating ethnicity) together with updated CV with at least two references with complete contact details (including email address and, phone number) and two reference letters by **25 May, 2020** to following email addresses: chanda@aippnet.org and adrian@aippnet.org

Priority will be given to AIPP members and indigenous applicants

For more information on AIPP, please visit our websites: <https://aippnet.org/>