



ASIA INDIGENOUS PEOPLES PACT FOUNDATION

112 Moo 1, Tambon Sanpranate, Amphur Sansai, Chiang Mai 50210, Thailand

Tel. No.: +66(0)53 343539; Fax no.: +66(0)53 343540

Email: aippmail@aippnet.org Website: www.aippnet.org

CALL FOR APPLICATION

Position: Communication Programme Coordinator

Team Duration of the Contract: 1 year with minimum 3 months' probation period. The contract will be renewed annually subject to satisfactory performance and availability of funds

Reports to: Deputy Secretary General (DSG)

Station: AIPP Secretariat, Chiang Mai, Thailand

Announcement: 25 August 2020

Deadline: 11 September 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.

A. Roles and Responsibilities:

Specific Duties and Responsibilities

- Manage the Communications Programme implementation, according to the Strategic Plan and annual plan of AIPP and related activities assigned by the Secretary General/Deputy Secretary General/Management Team.
- Manage and supervise staff, interns/volunteers, consultants and other service providers engaged under the programme activities/projects
- Participate in fund raising for the programme in close collaboration with the Secretary General/Deputy Secretary General/Management Team
- Review and comment on financial reports received from the Finance and Admin Section
- Monitor the effective and efficient implementation of projects and related activities under the programme including finance matters.



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- Ensure the consolidation and regular monitoring of activities and budgets of the programme
- Review and ensure the timely preparation and submission of the work plans, reports and budgets for the programme
- Ensure inter-programme coordination and collaboration for projects/activities as needed in the smooth implementation of the programme activities/projects
- Ensure the compliance of programme/project staff to AIPP policies and guidelines
- Ensure the systematization and updating of programme files and reports and list of publications/materials including the distribution list, list of networks and other databases as needed
- Provide recommendations to improve programme planning and implementation, as well as on staff development and management
- Develop action plan for more active engagement among the members of the Indigenous Voices in Asia - Network (IVAN) and for sustained engagement with mainstream media.
- Develop a strategy to establish better linkages and collaboration between AIPP programmes and Indigenous Voices in Asia Network (IVAN)
- Produce stories on the work of AIPP and AIPP publications for web posting
- Manage AIPP's and IVAN's websites, social media accounts and other communication channels for information sharing including other communication platforms of AIPP as deemed necessary.
- Systematize and maintain videos, music and photo archives of AIPP.

Programme/Project Management

Overall responsible for ensuring the effective and efficient implementation of activities under the Programme:

- Coordinate project implementation, building capacities including developing templates and guidelines and provide technical assistance to the project partners.
- Consolidate the reports (narrative and finance) from the partners and submit to the respective donors on time.
- Coordinate meetings with AIPP member and partner-organizations in respective countries for effective project implementation and management
- Coordinate finance disbursement and finance monitoring with the support of finance team
- Prepare the MOUs, guides and templates for the partners' implementation and reporting.
- Periodic review, monitoring and evaluation of the project implementation based on annual and periodic work plans.
- Develop educational materials and advocacy materials relating to the programme.



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Finance Management

- Assess finance management capacity, prepares contracts and conducts monitoring of the new partners with the support of the Finance Coordinator.
- Prepare project and activity budget including the partner's budget and ensure the consistency in term of budget lines submitted to the donor.
- Approve the programme/project budget and project finance transaction including ensuring the completion and accuracy of the request including supporting document and account code in the request
- Assist the finance staff in project audit including review the audit findings and provide recommendation for the management with the support from Finance Coordinator

Human Resource Management

- Support the management in the staff recruitment, screening and selection process of the Communication Programme.
- Take the lead in the probation review of new staff within the programme with the support of the Executive Secretary.
- Take the lead in the quarterly, one year and two years appraisal of staff within the programme with the support of Executive Secretary.
- Support the management in developing and reviewing the Key Performance Indicators of the staff within the programme.
- Coordinate with the Regional Capacity Building (RCB) Programme Coordinator for the management of volunteer and interns.

B. Knowledge and Qualification:

1. At least bachelor's degree or equivalent in Mass Communications, Public Relation or other relevant field. A Master's Degree in related studies will be an added advantage.
2. Comprehensive knowledge and understanding of Indigenous Peoples rights, issues and concerns especially of Indigenous Peoples in Asia.

C. Experiences:

- Minimum of 3 years of experience in communication strategy development.
- Minimum of 3 years of experience in management including being responsible for strategic management, fund raising, advocacy and staff management
- Minimum of 3 years of experience in communications work, project management based on the logical framework, finance management, PME and fundraising
- Minimum of 3 years of experience working with national and international IP organisations, government agencies, civil society organisations etc.



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D. Skills and Abilities

- Excellent communication skills in written and verbal English
- Skilled in planning and implementing activities: identifying and systematizing tasks, coordination, arranging logistics and technical support, etc
- skills and abilities in planning communication strategies
- Skills in social media engagement
- Skills in website management
- Skills in campaign planning and monitoring
- Skilled in preparing substantive reports
- Computer literate including the use of Microsoft excel
- Self-motivated, dynamic, creative and energetic
- Positive attitude to working in a multi-ethnic/social environment
- Flexible to do multi-tasking and to work under pressure
- Willing to travel throughout Asia and beyond, when needed

E. Remuneration and benefits include:

- Competitive salary and benefits including 13th month pay
- Housing and personal communication allowance
- Health Insurance including annual executive medical check-up
- Travel fare for annual home visit for foreign staff
- 22 days annual paid holidays
- Provident Fund
- 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 AIPP's Member Countries Asia can submit application (indicating ethnicity) together with updated CV, two reference letters with complete contact details (including email address and, phone number) and submit by **11 September 2020** to the following email addresses: chanda@aippnet.org and adrian@aippnet.org

Priority will be given to applicants from AIPP members organizations.

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