CALL FOR APPLICATION

Position: Programme Officer, Indigenous Women Programme

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: Programme Coordinator, Indigenous Women Programme

Station: AIPP Regional Secretariat, Chiang Mai, Thailand

Announcement: 4 July, 2022

Deadline: 29 July, 2022

A. Roles and Responsibilities:

Under the guidance of the AIPP management and direct supervision of the Indigenous Women Programme Coordinator, the Programme Officer-Indigenous Women Programme will be responsible in managing the mainstreaming effort to promote gender justice and support the AIPP members, partners and networks.

1. Project/Program Management
   - Support members and partners to manage all aspects of the project cycle including planning, implementation and monitoring.
   - Ensure all project documentation and reports produced on time.
   - Coordinate with partners/members for timely submission of reports including the financial reports and supporting documents.
   - Support Program Coordinator to review the progress reports, analyze them and provide timely feedback to the partners/members.
   - Develop and implement Project’s work plans on annual/six monthly/quarterly basis.
   - Carryout regular field visits to ensure smooth implementation and monitoring of project activities.
   - Prepare briefing papers/project updates for periodic review meetings.
   - Compile project beneficiary case studies when required.
• Support Program Coordinator in new project proposal writings, when required.
• Prepare agreements, administrative forms and financial forms for timely and effective implementation of the activities by the members/partners as per the AIPP policies.
• Conduct monthly budget monitoring meetings with the finance department.
• Any other task assigned by the Program Coordinator and the Management.

2. Advocacy and Networking
• Assist the Program Coordinator in preparation of Advocacy and Networking strategies and statements/policy papers when required.
• Establish effective linkages with AIPP programs and external stakeholders to smoothly implement advocacy campaigns.
• Support and coordinate for the research and documentation on indigenous women and gender related issues for evidence-based advocacy.
• Gather information, prepare and disseminate through regular communications and in collaboration with Communications program of AIPP.
• Organize/Assist in the organization of AIPP side events, briefings, webinars and events at the national, regional and global levels.
• Draft information in communication products including podcasts, policy briefs, interviews and video production.
• Maintain and update the email distribution list including members, partners, donors, civil society organizations etc. and resource pool of the experts and consultants.
• Monitor regional media for developments in the area of Gender, Indigenous Women and Intersectionality and prepare highlight reports as required.
• Provide technical support and work closely with the Indigenous women organizations, AIPP member organizations, partners and Network of Indigenous Women in Asia (NIWA) as appropriate.
• Represent and facilitate different forums to present the Indigenous women’s voices and concerns if required.

3. Gender Mainstreaming
• Facilitate the Management and other secretariat members to define activities and implementation of gender mainstreaming activities in the program components.
• Coordinate the regular meetings of Gender Action Team.
• Support in training and other capacity building activities to increase secretariat’s capacity in mainstreaming gender into program and operations.
- Collect and analyze the information related gender issues from AIPP members, partners and networks.
- Ensure orientation and implementation of Gender Justice Policy and PSEA policy within the secretariat and with members/partners.

4. Event Management
- Coordinate with the strategic partners, members and donors for organizing and managing different events including advocacy and capacity building trainings at the national, regional and global levels in consultation with the program coordinator and management team.
- Prepare the event reports with the inputs from the program coordinator and other secretariat members and management and submit to the concerned bodies.

B. Knowledge and Qualification:
- At least bachelor’s degree or equivalent in in Gender & Development studies, Sociology, Rural development, Development studies. A Master's Degree in related studies will be an added advantage.
- Comprehensive knowledge and understanding of Indigenous Peoples rights, issues and concerns especially of Indigenous Peoples and Indigenous women in Asia.

C. Experiences:
- 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 women and gender work, project management based on the logical framework, finance management, Project Monitoring and Evaluation (PME) and fundraising.
- Minimum of 3 years of experience working with national and international Indigenous Peoples’ organisations, government agencies, civil society organisations etc.

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.
• 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
• 17 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 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 29th July, 2022 to following email addresses: shree@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/