



## ASIA INDIGENOUS PEOPLES PACT FOUNDATION

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

Tel: +66 53 343 539 Fax: +66 53343 540

Email: [aippmail@aipnet.org](mailto:aippmail@aipnet.org) Website: [www.aippnet.org](http://www.aippnet.org)

### Job Description for the position of Executive Secretary

<b>Position</b>	<b>Executive Secretary</b>
<b>Level</b>	<b>Management (Level 5)</b>
<b>Grade</b>	Grade 2
<b>Duration of the Contract</b>	1 year with possibility of renewal of the contract based on satisfactory performance and also subject to availability of funds
<b>Probation period</b>	3 months
<b>Reports to</b>	Secretary General and Deputy Secretary General
<b>Station</b>	AIPP Regional Secretariat, Chiang Mai, Thailand
<b>Application call announcement date</b>	14 August 2022
<b>Application deadline</b>	2 September 2022

#### 1) Background:

AIPP is a regional secretariat of Indigenous Peoples' Organizations (IPOs) in Asia founded in 1992 by Indigenous Peoples' (IPs) movements envisioning the fully exercising and securing IP rights, their distinct cultures, and identities to live in an environment of peace, dignity, justice and equality. AIPP also strives for strengthening the solidarity, cooperation, and capacities of Indigenous Peoples in Asia to promote and protect their rights and recognitions, and their sustainable resource management systems through long-term management of their lands, territories, and resources and for their own future and self-determination and autonomy

At present, AIPP has 46 members from 14 countries in Asia with 12 Indigenous Peoples' national alliances/networks (national formations), 34 local and sub-national organizations. AIPP with its members, partners and allies join forces with people who share same belief, to empower Indigenous Peoples and their communities for themselves through broadest solidarity and cooperation to amplify Indigenous movements and other social movements towards achieving equality, peace, democracy and justice. These movements also focus on promotion and protection of the integrity of the environment and enhance the sustainable resource management systems of Indigenous Peoples. AIPP's works are grounded and at the boarder level (national to international levels) with the decision-makers, governments, UN agencies and corporations, and speak out on the big issues.

The General Assembly (GA) is the main decision-making body/mechanism, which is held every four years. The GA adopts the strategic 4-year program, approves policies, guidelines and resolutions and elects a 12-member Executive Council (EC), including Indigenous youth and women representatives, the Chairperson and the Secretary General. The Secretary General is directly accountable to the EC and the members and leads the Secretariat, based in Chiang Mai, Thailand for effective implementation of programme activities. The Programme Committees, EC, member organizations and partner organizations are actively involved in programme implementation. AIPP has 6 thematic programmes namely, Communication Programme, Environment Programme, Human Rights Campaign Policy Advocacy (HRCPA) Programme, Indigenous Women (IW) Programme, Organizational Strengthening and Movement Building (OSMB) Programme, and Regional Capacity Building (RCB) Programme.



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The position will support the Management team to ensure the improved AIPP's Human Resource Capacity and people management leading to the effective implementation of AIPP Strategic Plan (2021-2024) to fulfil AIPP's Strategic Goals on;

- I. Increase AIPP's Impacts
- II. Expand AIPP's outreach
- III. Enhance Rights holders' and stakeholders' effective engagements
- IV. Strengthen AIPP's ability to adapt

2) **Purposes of the Job:** The main purposes of this position at AIPP are:

- A) To ensure effective human resource management and development including the implementation of human resource manual and proper monitoring and evaluation in the secretariat
- B) To ensure proper support to the Secretary General, Executive Council on AIPP governance, advocacy, and networking at all levels
- C) To effectively manage and operationalize the secretariat and AIPP membership management

3) **Specific Duties and Responsibilities:**

A) **Human Resource Management (60%)**

- i) Ensure the management and implementation of the Human Resource Manual (HRM) in coordination with the Admin Manager and Management team as needed.
- ii) Suggest areas of improvement and adjustment in human resource management and development, if necessary, on periodic basis.
- iii) Lead on staff competency framework with identification of individual capacity needs of staff and lead staff performance management including implementation and overseeing of annual staff development plan
- iv) Lead in monitoring the performance of the staff as well as conduct consultations with individual staff in accordance with the staff development plan, and provide recommendations and updates on matters relating to HRM to the Management on a quarterly basis
- v) Maintain up-to-date appraisal records including preparation of Terms of Reference (ToR) in consultation with Programme Coordinators, Admin Manager and Finance Manager, Secretary General (SG) and Deputy Secretary General (DSG) as needed.
- vi) Prepare new and yearly renewal contract of staffs based on the performance management/appraisal
- vii) Coordinate with Admin Manager and ensure that the HRM system is up to date, including personnel records, leaves, visas and work permits, and staff welfare, etc.
- viii) Coordinate with the Admin Manager and Finance Manager to ensure that AIPP operations are supported by efficient and effective administrative and finance systems and procedures
- ix) Initiate the process of screening, selection, and recruitment of staff, including orientation, integration of staff, interns, and volunteers in the Secretariat in collaboration with the relevant programmes/staff as appropriate.
- x) Review the monthly payroll prepared by finance team and ensure that the benefits are in line with the employment contract, leave records, inflation adjustment and any other



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decision made by the management in relation to probation period, appraisals etc. Suggest for review and adjustment if necessary.

- xi) Oversee and provide necessary orientation and support to external consultants, volunteers, and fellows/interns

### B) Secretariat Management (40%)

- i) Be specifically responsible for collecting agenda points for DSG/SG and finalizing them under DSG's supervision, setting the meeting timeline in close consultation with management team, and sending the meeting call to the concerned parties. Also, prepare thorough meeting notes and minutes of the meetings under the supervision of DSG and prepare follow ups points with timelines where necessary.
- ii) Maintain meeting notes of the Management, one-on-one consultation with staff and on programmes and meetings with visitors regarding AIPP programmes, activities, management concerns and matters requiring follow ups, etc.
- iii) Prepare regular briefs to the SG in consultation with the DSG on pertinent issues, challenges and matters requiring follow-ups related to human resource status, secretariat matters, administrative matters and make recommendations (accordingly) where needed.
- iv) Develop a sound archive plan for AIPP and be responsible for organizing and filing of documents, including management notes and minutes, and human resource related documents.
- v) Support DSG in the implementation of monthly and annual work plans of management team in coordination with other team members
- vi) Work with the DSG in the conduct of all regular meetings including staff meeting, inter-programme meetings, Programme Coordinators (PCs) and Unit Heads meetings, annual and mid-year assessment and planning including follow-ups and implementation.
- vii) Carry out administrative tasks for SG and DSG such as preparing disbursement voucher and small contracts for activities, making logistical arrangement under Core Programme activities including regular payments to EC and Board members and checking the time sheets for all staff etc.
- viii) Prepare and consolidate the data and information regarding human resource capacity management team implementation and other relevant information for AIPP's annual report
- ix) Troubleshoot the issues arise in the secretariat in consultation with Management, Admin Manager and concerned staff
- x) Ensure compliance to organizational policies and guidelines and timely update and notify all staff and/or members on the changes
- xi) Lead the secretariat in the absence of the SG/DSG

### C) Other tasks and responsibilities

- i) Ensure the clarity and accuracy of verbal and written communications regarding assigned tasks and responsibilities
- ii) Assist in fundraising plan and strategies
- iii) Support SG in his travel and advocacy mission including preparing the statement, solidarity messages and taking/sharing the meeting minutes and notes within a week of the mission
- iv) AIPP Membership management: Members profile and membership fee monitoring



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- 4) **Relations and Cooperation: Executive Secretary** is directly oversighted under Secretary General and Deputy Secretary General. He/She is a member of the Management team and has close relations to the Programme/Project Coordinators and Admin and Finance managers.
- 5) **Knowledge and Qualification:**
- A) At least bachelor's degree or equivalent in Human Resource Development, Development studies, Sociology, Political/Social Sciences, Business Administration and Management. A Master's Degree in related studies will be an added advantage.
  - B) Comprehensive knowledge and understanding of Indigenous Peoples rights, issues and concerns especially of Indigenous Peoples and Indigenous women in Asia.
  - C) Good understanding of the global trend of donor's community
  - D) Good knowledge on the use of Theory of Change and Logframe for measuring organizational impacts
- 6) **Experiences:**
- A) Minimum of 5 years of experience in human resource management including being Senior Management team members and responsible for organizational management.
  - B) Minimum of 5 years of experience working with national and international Indigenous Peoples' organisations, government agencies, civil society organisations etc on the issues of Human Rights, Indigenous Peoples rights, and or Climate Change and Gender.
- 7) **Skills and Abilities:**
- A) Good command in written and spoken English
  - B) Diplomacy and good interpersonal skills and trained in human resource management.
  - C) Self-motivated, dynamic, creative and energetic.
  - D) Excellent interpersonal, verbal and effective communication skills combined with problem solving skills.
  - E) Proven ability to multi-task, set priorities, take initiative and to work under pressure with demanding deadlines
  - F) Ability to work independently, collaboratively or effectively as part of a team
  - G) Skilled in planning and implementing activities: identifying and systematizing tasks, coordination, arranging logistics and technical support, etc.
  - H) Superior planning, organization and follow-up skills
  - I) Superior IT skills, including experience of Word, Excel, PowerPoint (other relevant software)
  - J) Positive attitude to working in a multi-ethnic/social environment.
  - K) Willing to travel throughout Asia and beyond, when needed.

### 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



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- 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 contacts of the references** with complete contact details (including email address and, phone number) by 2<sup>nd</sup> September 2022 to following email addresses: [shree@aippnet.org](mailto:shree@aippnet.org) and [adrian@aippnet.org](mailto:adrian@aippnet.org)

### **Working hours**

Staff shall render an 8-hour per day (inclusive of lunchtime and flexitime), or 40-hours per week (5 days a week) working days. There will be no extra remuneration for overtime work.

*Priority will be given to the competent candidate from AIPP members and partners*

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