



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

### **Job Description for the Position of Programme Coordinator, Indigenous Women Programme**

<b>Position</b>	<b>Programme Coordinator</b>
<b>Programme</b>	<b>Indigenous Women Programme</b>
<b>Level</b>	<b>Level 4</b>
<b>Duration of the Contract</b>	1 year with possibility of renewal of the contract based on satisfactory performance and 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>	24 February 2023
<b>Application deadline</b>	10 March 2023

#### **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.



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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.

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

### **A. Roles and Responsibilities:**

#### **Specific Duties and Responsibilities:**

As a **Programme Coordinator**, shall be responsible for the following management functions:

- Manage and lead the Indigenous Women programme guided by the strategic plan of AIPP (2021-2024).
- Lead in preparing and ensuring the effective, timely implementation and reporting of AIPP annual plan and activities related to Indigenous Women programme
- Manage and supervise of staff, interns/volunteers, consultants and other service providers including projects and activities under the programme
- Closely coordinate with the Indigenous Women Programme Committee and with the Steering Committee of NIWA including organizing programme committee meetings as needed.
- Monitor and ensure the effective implementation of AIPP's Gender Justice Policy, PSEA policy within the AIPP secretariat and among members and partners (at their organizational, programme and project level)



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- Work closely with M & E and fundraising expert to lead fund raising for the programme in guidance of the Secretary General and Deputy Secretary General.
- Review and comment on financial reports received from the concerned finance staff and the project partners.
- Lead monitoring and evaluation of the effective and efficient implementation of projects and related activities under the programme including finance matters in consultation with Fundraising and M & E Expert.
- 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
- Update the Secretary General and Deputy Secretary General on pertinent issues in the relation to the programme
- Ensure the compliance of programme staff to AIPP policies and guidelines and organizational standards including code of conduct
- 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 the programme planning and implementation as well as on staff development and management.

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

### **Programme/Project Management**

- 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 members and partner-organizations in respective countries for effective project implementation and management
- Coordinate finance disbursement and finance monitoring with the support of the finance team.
- Prepare the MOU/MOA, 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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- Systematize the database of trainees, resource persons and educational materials and other programme documents
- Facilitate the selection of representatives for effective and meaningful participation in relevant platforms, forums, mechanisms based on the events requirements and expertise required

### **Finance Management**

- Assess finance management capacity, contracting and monitoring of the new partners with the support of the Finance Manager.
- 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 finding and provide recommendation for the management with the support from the Finance Manager.
- Finance monitoring and ensure check and balance of the funding under the programme
- Networking and alliance building with the donors and strategic partners for expanding the fund for the programme.

### **Human Resource Management**

- Support the management in staff recruitment, screening and selection process for the Indigenous Women programme.
- Take the lead in the probation review of new staff and performance management within the programme with the support of the 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

### **Coordination and Networking**

- Coordinate and support Indigenous Women Organizations and Networks across different levels.
- In consultation with the Secretary General and Deputy Secretary General, represent AIPP and participate in Indigenous Peoples and Women related processes and events including meetings, workshops and seminars.



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- Coordinate with different donors and like-minded organizations for serving the purpose of AIPP in close coordination with Secretary General and Deputy Secretary General.
- Coordinate with different programmes within AIPP related to Indigenous Women's issues.
- Coordinate the gender action team (GAT) within the secretariat and lead gender audit and assessment within the secretariat and MOs and partners.

### **B. Knowledge and Qualification:**

1. At least bachelor's degree or equivalent in Gender & Development studies, Sociology, Rural development, Development studies. 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 and Indigenous women in Asia.

### **C. Experiences:**

- Minimum of 5 years of experience in management including being responsible for strategic management, fund raising, advocacy and staff management
- Minimum of 5 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 5 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



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### **E. Remuneration and benefits include:**

- Competitive salary and benefits including 13<sup>th</sup> 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*

**Only interested Indigenous Persons from Asia may submit** their application (indicating ethnicity) together with an updated CV with at least two references, complete contact details (including email address phone number) and two letters of reference by **10 March 2023** to the following email addresses: [kejung@aippnet.org](mailto:kejung@aippnet.org) and [munni@aippnet.org](mailto:munni@aippnet.org)

*Priority will be given to AIPP members and indigenous applicants*

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