CALL FOR APPLICATION

Position: Programme Officer, Indigenous Women Programme

Time 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: 22 Dec, 2023

Deadline: 15 Jan, 2024

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 for managing the mainstreaming effort to promote gender justice and support the AIPP members, partners, and networks.

1. Project/Programme Management

- Support the Steering Committee of the Network of Indigenous Women in Asia (NIWA) and its members and AIPP’s partner organizations to manage all aspects of the project cycle, including planning, implementation, and monitoring.
- Ensure the timely submission of project reports and deliverables to donors.
- Closely coordinate with the Steering Committee of NIWA, including organizing Programme committee meetings as needed.
- Coordinate with partners and members for the timely submission of reports, including financial reports and supporting documents.
- Support the Indigenous Programme Coordinator to review the progress reports, analyze them, and provide timely feedback to the partners and members.
- Support in drafting AIPP’s annual report on Indigenous Women’s Programme and managing the M&E system of the Programme and projects.
- Develop and implement the project’s work plans on an annual, six-monthly, or quarterly basis.
- Carry out regular field visits to ensure smooth implementation and monitoring of project activities.
- Prepare briefing papers and project updates for periodic review meetings.
- Compile project beneficiary case studies when required.
- Support the Indigenous Programme Coordinator in new project proposal writings, when required.
• Prepare agreements, administrative forms, and financial forms for the timely and effective implementation of the activities by the members and partners as per the AIPP policies.
• Conduct monthly budget monitoring meetings with the finance department.
• Any other task assigned by the Programme Coordinator and the management.

2. Advocacy and Networking

• Support the Indigenous Programme Coordinator in the preparation of advocacy and networking strategies, statements, and policy papers when required.
• Establish effective linkages with AIPP programmes and external stakeholders to smoothly implement advocacy campaigns.
• Support and coordinate the research and documentation on indigenous women and gender-related issues for evidence-based advocacy.
• Gather information on indigenous women and gender-related issues and support for wider outreach through regular collaboration with the communications programme of AIPP.
• Organize and support with organizing the AIPP-side events, briefings, webinars, and events at the national, regional, and global levels.
• Coordinate with the communication team to facilitate collecting information from partners for AIPP’s communication products, including podcasts, policy briefs, interviews, and video production.
• Maintain and update the email distribution list, including member organizations, partners, donors, civil society organizations, and the resource pool of experts and consultants.
• Monitor regional media for developments in the areas of gender, Indigenous women, and intersectionality and prepare highlight reports as required.
• Represent and facilitate different forums to represent Indigenous women’s voices and concerns if required.

3. 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 programme coordinator and management team.
• Prepare the event reports with input from the programme coordinator, other secretariat members, and management, and submit them to the concerned bodies.
• Support Coordinator to decide training agenda, logistics, coordinate with resource persons and participants.

4. Gender Mainstreaming

• Assist the Programme Coordinator in facilitating the management and other secretariat members to define activities and implement gender mainstreaming activities in the programme components.
• Assist the Programme Coordinator with organizing regular meetings of the Gender Action Team of AIPP.
• Assist the Programme Coordinator regarding coordination with different programmes within AIPP related to Indigenous Women’s issues.
• Support training and other capacity-building activities to increase the secretariat’s capacity to mainstream gender into programmes and operations.
• Collect and analyze the information related to gender issues from AIPP members, partners, and networks.
• Assist the Indigenous Women Programme Coordinator to prepare presentations and documents for orientation and implementation of AIPP’s Gender Justice Policy and Protection from Sexual Exploitation, Abuse, and Harassment (PSEAHP) policy within the AIPP secretariat and among members and partners (at their organizational, programme and project level).

B. KNOWLEDGE AND QUALIFICATION

• At least a Bachelor’s degree or equivalent in Gender Studies, Sociology, Rural Development, or 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

• A 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.
• A minimum of 5 years of experience working with national and international Indigenous Peoples’ organizations, government agencies, civil society organizations, etc.
• A minimum of 5 years of experience in sub-grant management and working with different indigenous partner organizations.

D. SKILLS AND ABILITIES

• Excellent communication skills in written and verbal English.
• Skilled in planning and organizing events (workshops, trainings, and other activities): identifying and systematizing tasks, coordination, arranging logistics, and technical support.
• Skilled in preparing donor reports and reviewing partner reports.
• Computer skills include the use of Microsoft Word, Excel, and PowerPoint presentations.
• Prior knowledge and skills in project budgeting and financial compliance.
• Experience in finance monitoring for ensuring check and balance of the programme funding.
• Self-motivated, dynamic, creative, and energetic.
• Positive attitude toward working in a multi-ethnic or sociocultural environment.
• Flexible to multi-task and to work under pressure.
• Willing to travel throughout Asia and beyond, when needed.
E. REMUNERATION AND BENEFITS

- Competitive salary and benefits, including 13th-month pay
- Housing and personal communication allowance.
- Health insurance, including an annual executive medical check-up
- Travel fare for annual home visits for foreign staff
- 17 days of annual paid holidays
- Provident Fund
- Related costs for work permit and visas

The salary rate shall be based on qualifications and the prevailing rates of regional NGOs based in Thailand.

Interested indigenous women from Asia can submit an application (indicating ethnicity) together with an updated CV and at least two references with complete contact details (including email address and phone number) by January 15, 2024, to the following email addresses: sujash@aippnet.org and kishor@aippnet.org.

Priority will be given to AIPP members and indigenous applicants. For more information on AIPP, please visit our website: https://aippnet.org/