

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

Position: **Programme Coordinator**

Programme: **Indigenous Women Programme**

Level: **Level 4**

Duration of the Contract: **1 year with possibility of renewal of the contract based on satisfactory performance and subject to availability of funds.**

Probation period: **3 months**

Reports to: **Secretary General and Deputy Secretary General**

Station: **AIPP Regional Secretariat, Chiang Mai, Thailand**

Application call announcement date: **12 March 2025**

Application deadline: **5 April 2025**

A. 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.

As one of the members of AIPP Management Team, the Programme Coordinator, Indigenous Women Programme, will be responsible for leading and building indigenous women's rights movement envisioning "empowered, self-reliant Indigenous Women fully enjoy their rights, including self-determination, governance, and sovereignty over their lands, territories, and resources."

B. 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 AIPP strategic direction and four years strategic plan of AIPP from 2025-2028.
- 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, Protection from Sexual Exploitation, Abuse, and Harassment (PSEAH) policy within the AIPP secretariat and among members and partners (at their organizational, programme and project level).
- Work closely with concerned persons 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.
- 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 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.
- 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 HR Manager.
- Support the HR management in developing and reviewing the Key Performance Indicators of the staff within the programme.
- Coordinate with the Regional Capacity Building (RCB) Programme Coordinator and HR manager for the management of volunteer, fellows 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.
- 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.

C. Knowledge and Educational 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.

D. Working Experiences

- Minimum of 5 years of working experience in management including being responsible for Programme management, fund raising, advocacy and staff management
- Minimum of 5 years of working 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' organizations, government agencies, civil society organizations etc.

E. Skills and Abilities

- Excellent communication skills in written and verbal English
- Positive attitude adaptability to working in a multi-ethnic/social environment
- 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
- Flexible to do multi-tasking and to work under pressure
- Willing to travel throughout Asia and beyond, when needed

F. Remuneration and benefits include

- Competitive salary and benefits
- Travel fare for annual home visit for foreign staff
- 17 days annual Paid holidays

- 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 Women 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 **5th April 2025** to the following email addresses: hr-aipp@aippnet.org.

Priority will be given to AIPP members and partner organizations and only shortlisted candidates will be contacted.

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