



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 Website: www.aippnet.org

CALL FOR APPLICATION

Position	Communication Programme Coordinator
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
Duty Station	AIPP Regional Secretariat, Chiang Mai, Thailand
Application call announcement date	10 June 2024
Application deadline	5 July 2024
Application Open to	Internal and External Applicants

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.

This position of **Communication Programme Coordinator** will work as main focal point in managing the Communication Programme and the associated inter-programme activities, and expected to lead on AIPP Communication and knowledge management System implementation including leading the planning and idea generation, managing internal and external resources for creating communication tools to harvest outcomes of AIPP works and effective stakeholder communication, Communications budgeting, mentoring and capacity building. In addition, the position will also ensure the documentation of the process of organizational implementation of AIPP Strategic Plan (2021-2024) to fulfil AIPP's Strategic Goals;

- 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 to take lead in organizational Communication strategy development and implementation by providing, developing and implementing the Communication framework with specific guidance to the programmes regarding inter-programming between and among the Communication and other programmes.



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3) Specific Duties and Responsibilities

Programme management

- Manage the Communications Programme implementation, according to the Strategic Plan and annual plan of AIPP and related activities assigned by the Secretary General/Deputy Secretary General/Management Team.
- Manage and supervise staff, interns/volunteers, consultants and other service providers engaged under the programme activities/projects
- Participate in fund raising for the programme in close collaboration with the Secretary General/Deputy Secretary General/Management Team
- Review and comment on financial reports received from the Finance and Admin Section
- Monitor the effective and efficient implementation of projects and related activities under the programme including finance matters.
- Ensure the consolidation and regular monitoring of activities and budgets of the programme
- 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
- Ensure the compliance of programme/project staff to AIPP policies and guidelines
- 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 programme planning and implementation, as well as on staff development and management
- Develop action plan for more active engagement among the members of the Indigenous Voices in Asia – Network (IVAN) and for sustained engagement with mainstream media.
- Develop a strategy to establish better linkages and collaboration between AIPP programmes and Indigenous Voices in Asia Network (IVAN)
- Produce stories on the work of AIPP and AIPP publications for web posting
- Manage AIPP's and IVAN's websites, social media accounts and other communication channels for information sharing including other communication platforms of AIPP as deemed necessary.
- Systematize and maintain videos, music and photo archives of AIPP.

Project Management

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

- 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 member and partner-organizations in respective countries for effective project implementation and management
- Coordinate finance disbursement and finance monitoring with the support of finance team
- Prepare the MOUs, 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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Finance Management

- Assess finance management capacity, prepares contracts and conducts 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 findings and provide recommendation for the management with the support from Finance Manager.

Human Resource Management

- Support the Management and Human Resource Unit in the staff recruitment, screening and selection process of the Communication Programme.
- Take the lead in the probation review of new staff within the programme with the support of the Executive Secretary, and Human Resource Manager.
- Take the lead in the quarterly, one year and two years appraisal of staff within the programme with the support of Executive Secretary and Human Resource Manager.
- 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 and Human Resource Unit for the management of volunteer and interns.

4) Knowledge and Qualification

- At least bachelor's degree or equivalent in Journalism, Communication, Mass Communication, Political/Social Science or any other relevant field. 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.
- Good understanding of the global trend of donor's community
- Good knowledge on the use of Theory of Change and Logframe for measuring organizational impacts
- Knowledge and experience in qualitative and quantitative knowledge management techniques and excellent level of presentation and infographics skills.
- Having experience working with regional based non-profit organizations.

5) Experiences

- Minimum of 3-5 years of experience working as Communications Officer, Reporter or Communications Manager and development of Communication Strategy
- Experience in Reporting, Report compilation, outcome harvesting and IEC material development
- Experience in dealing with multi-stakeholders and networks at national and regional level
- Minimum of 3 years of experience in communications work, project management based on the logical framework, finance management, PME and fundraising
- Minimum of 5 years of experience working with national and regional Indigenous Peoples' organisations, Mainstream or Indigenous Media, government agencies, civil society organisations etc on the issues of Human Rights, Indigenous Peoples rights, and or Climate Change and Gender.



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- Experience in working and coordination with different key institutional donors such as SIDA, EU, OSF, IWGIA, IKI etc.
- Minimum of 3 years of experience in management including being responsible for strategic management, fund raising, advocacy and staff management

6) 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.
- skills and abilities in planning communication strategies
- Skills in social media engagement
- Skills in website management
- Skills in campaign planning and monitoring
- 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

7) Remuneration and benefits include

- Competitive allowance package

8) Relations and Cooperation arrangements

Communication Programme Coordinator is directly oversighted under General Secretary and Deputy Secretary General. Communication Programme Coordinator is a member of the Unit Heads and has close relations to the Programme/Project Coordinators.

Interested Indigenous persons from Asia can submit application (indicating ethnicity and indigeneity) together with updated CV with **at least two contacts of the references one preferably from Indigenous Peoples organization at country level** with complete contact details (including email address and phone number) and filled **key information format** by the **5th July 2024, 5:00 PM Bangkok Time** to following email address: hr-aipp@aippnet.org

Priority will be given to the competent Indigenous women candidates and candidate from AIPP members and partners

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

Only shortlisted candidates will be contacted.