

## **SECRETARY TO THE AFRICAN COMMISSION'S WORKING GROUP ON INDIGENOUS POPULATIONS / COMMUNITIES**

The International Working Group on Indigenous Affairs (IWGIA), through the Working Group on Indigenous Populations / Communities (WGIP) is looking for a full-time secretary to assist the WGIP.

The WGIP is a Special Procedure Mechanism of the African Commission on Human and Peoples' Rights (the ACHPR), established in 2003 in accordance with Rule 28 of the ACHPR's Rules of Procedure, to promote and protect the rights of indigenous populations/communities in Africa.

The Secretary position is for an initial period of one year, with the possibility of renewal, depending on the availability of funds. The successful candidate will be based at the Secretariat of the ACHPR in Banjul, The Gambia.

The Working Group has an extensive mandate, which includes:

- Gathering information from all relevant sources (including governments, civil society, indigenous populations and their communities) on violations of the human rights and fundamental freedoms of indigenous populations and communities;
- Undertaking country visits to study the human rights situation of indigenous populations/communities;
- Formulating recommendations and proposals on appropriate measures and activities to prevent and remedy violations of the human rights and fundamental freedoms of indigenous populations/communities;
- Submitting an activity report at every Ordinary Session of the African Commission;
- Co-operating when relevant and feasible with other international and regional human rights mechanisms, institutions and organisations.

On the basis of this mandate the WGIP is presently implementing a comprehensive work programme, including country visits, sensitisation seminars, publication of reports, information activities and research. The International Work Group for Indigenous Affairs (IWGIA) has been collaborating with the WGIP since 2001 giving financial and technical support.

The Secretary to the WGIP will assist the WGIP in implementing its different activities in collaboration with IWGIA.

### **Tasks**

Working under the overall supervision of the Executive Secretary, the Secretary to the WGIP will perform the following tasks:

- *Communication and coordination with the WGIP members, the ACHPR Secretary and IWGIA.* The Secretary will be the interface between the two institutions in relation to planning, organization and implementation of activities, including providing the necessary documentation and preparation of reports.
- *Preparatory and follow up work in relation to seminars and country visits and other WGIP activities.* This includes planning and organization of activities including contacts and communication with Member States of the AU, researchers and civil society organizations. It also includes logistical work such as sending invitations, accommodation, preparing programmes, communicating with participants, writing reports and preparing budgets.
- *Organisation of and participation in the WGIP meetings.* The Secretary will also be responsible for writing the minutes of the WGIP meetings and the progress reports for the WGIP.

- Responsible for preparing the annual narrative report.
- Perform any other tasks assigned by the Executive Secretary.

### **Qualifications**

- The candidate must have a minimum of a university degree in law or social sciences. A relevant advanced university degree (Masters or equivalent) will be added advantage.
- Candidates must have at least three (3) years of relevant professional experience. Prior working experience in a human rights organization, especially at a regional, continental or international level, would be an added advantage.
- Solid working experience with organizing seminars and other related activities in Africa.
- Experience in communicating with a wide range of actors such as government officials and civil society organisations.
- Good knowledge of human rights issues, and preferably of indigenous peoples' issues.
- Ability to work with emails.
- Ability to write reports.
- Proficiency in written and spoken English or French and a very good knowledge of the other. Knowledge of additional AU official language would be an additional advantage.
- Flexibility and ability to work with different people.

The total salary amount for the period (one year) is 240.000 Danish Kroner (32.250 Euros). In addition a return flight ticket to Banjul will be covered. No other expenses will be covered.

Applications and a CV should be sent to IWGIA addressed to Genevieve Rose - at email: [gr@iwgia.org](mailto:gr@iwgia.org). Interviews will be made by telephone. Start of employment should preferably be the 1<sup>st</sup> of August 2010.

**Deadline for application 24 June 2010**