

Job description - Indigenous Peoples' Adviser

International Barents Secretariat (IBS), Kirkenes, Norway

The assignments include:

- Coordinate the project on indigenous peoples' entrepreneurship, INDIGEE 2, in cooperation with project partners in the Nordic countries and Russia
- Promote and support indigenous peoples issues in the framework of the Barents Cooperation, and when appropriate in any other relevant international context
- Promote and support youth issues in the Barents region
- Contribute to the communication/information schemes of IBS
- Do any other relevant work as instructed by the Head of the IBS

All assignments are under the leadership and supervision of the Head of Secretariat and may be adjusted upon the priorities and needs of IBS.

Indigee 2 purpose, project organization and IP Adviser responsibilities

The Indigee 2 project will develop and assist Indigenous youth towards sustainable economic independence through entrepreneurship. It is scheduled to start on October 1st, 2012 and to end on June 30th, 2014.

The project is a cooperation between Lead Partner the Sámi Association of Sweden (SSR), the Sámi Association of Norway (NSR), the Sámi Education Center in Inari (SOGSAKK), IBS and the Nenets association Yasavey.

In three Work Packages (WP) the participants will be offered seminars, workshops, counselling and important tools to develop their entrepreneurship. The goal is to achieve concrete development for each participant.

In WP1 more than thirty indigenous business owners will gather to develop their enterprises into stable and profitable businesses. In WP2 over sixty indigenous entrepreneurs will gather to develop concrete ideas into running businesses and in WP3 over a hundred potential indigenous entrepreneurs will get inspiration to find and develop business ideas.

The participants belong to the Saami, Nenets, Veps and Komi communities in the Barents region and will develop businesses closely related to indigenous culture and traditions. Traditional livelihoods such as handicraft, reindeer herding, hunting and fishing but also new forms such as tourism, modern design, languages, arts and performance, web and information technology will be represented.

Project management lies with SSR and includes overall management focusing on economy, reporting and coordination of the different work packages of the project.

The Indigenous Peoples Adviser at IBS will act as project coordinator. This includes coordination of activities within the project and between the four participating countries, especially within WP2 and WP3 and the conferences of WP 1. Other responsibilities are PR and communications – the website, internal communications, social media, press releases, etc. The assignments also include coordination of project funds, including some economic and budgetary tasks and reporting.

Indigenous issues in the Barents Cooperation

The main indigenous peoples' activities of the Barents Cooperation are related to the Working Group of Indigenous Peoples (WGIP) and the Barents Indigenous Peoples' Congress (BIPC).

The WGIP has approximately three meetings per year. The Indigenous Issues Adviser at the Norwegian Barents Secretariat (NBS) acts as the secretariat for the WGIP and thus takes care of most of the support detail of the WGIP. The IBS IP Adviser follows the activities of the WGIP and supports the secretariat when needed and possible.

The BIPC is arranged every second year by the WGIP and its secretariat. The IBS IP Adviser supports the secretariat when needed and possible.

Additional activities in this field may be certain conferences and meetings related to indigenous issues in the Barents region.

Overall the indigenous issues within the Barents cooperation are well covered by the WGIP secretariat, the NBS Indigenous Issues Adviser.

Youth issues in the Barents Cooperation

The main youth activities in the Barents cooperation are performed by the Joint Working Group on Youth (JWGY) and the Barents Regional Youth Council (BRYC).

Both JWGY and BRYC has two-three meetings per year, one or two of them are often arranged back-to-back. Each year BRYC also arranges a youth cultural conference in the Barents region.

NBS has traditionally also participated on the youth working group meetings. If NBS and IBS coordinates their activities well the IP Adviser could attend one or two of the JWGY and BRYC meetings and get updates from NBS regarding the other meetings, thus keeping the youth issues under full coverage.

Other IBS and BEAC activities

The IP Adviser traditionally handles the minutes of the Regional Committee and Council. Occasionally the IP Adviser has also attended a Barents working group meeting not within youth or indigenous issues, when so required by the IBS.

Local events at the IBS offices and in the city of Kirkenes will also require the attention of the IP Adviser.

The IP Adviser is also responsible of updating the BEAC website on youth and indigenous issues.

Required skills and competences

The candidates should:

- Have experience and good knowledge of indigenous peoples' issues and communities in the Barents Region

- Have coordinative, creative and social skills
- Appreciate problem solving assignments
- Be independent and flexible
- Enjoy being part of a team in an international environment

Qualifications:

- Preferably a university degree or equivalent education. Relevant work experience can compensate for the lack of formal education.
- Background
 - as project leader/coordinator
 - experience in communications/PR
 - political or organizational activity
- Very good command of English (oral and written)
- Fluency in Norwegian/ Swedish
- At least basic command of Sámi
- At least basic command of Russian
- Driving license

General work distribution

When the Indigee 2 project starts in October 2012 the IP Adviser will need to spend 80% or more of the work time on the project. The Barents indigenous issues, youth issues and other BEAC activities will generally not require more than 20% of the work time of the IP Adviser.

Expected work in 2012

The timeline below shows the expected tasks within the areas covered by the IP Adviser from April to December 2012.

Month	Activity
<p>April</p>	<p>Indigee</p> <ul style="list-style-type: none"> - IP Adviser Lars Miguel Utsi's contract runs out April 15th. He will work part time (50%) with Swedish partner SSR as project manager of Indigee until the project is ended in June. - One national gathering for the participants in Sweden and one for the participants in Russia will be arranged in April. Each will gather about 10-20 people. - After the gatherings work on reports will start. - Business counseling continues until end of May - Feedback from funders regarding Indigee 2 <p>BEAC</p> <ul style="list-style-type: none"> - JWGY meeting April 18th-20th - Introduction of NBS Indigenous Issues Adviser (WGIP issues are paused during the introduction period)

May	<p>Indigee</p> <ul style="list-style-type: none"> - One national gathering for participants in Norway for about 10-20 people - Reporting - Indigee website update - Feedback from funders regarding Indigee 2 - Business counseling until end of May <p>BEAC</p> <ul style="list-style-type: none"> - No major events expected
June	<p>Indigee</p> <ul style="list-style-type: none"> - All activities ended before June, except reporting. - Project end date: June 30th <p>BEAC</p> <ul style="list-style-type: none"> - RC and BRC meeting in Haparanda/Tornio, youth event, Barents Reunion
July	No major events expected.
August	No major events expected.
September	<p>Indigee</p> <ul style="list-style-type: none"> - Preparations for start of Indigee 2: website, information material, PR, staff recruitment, financing issues, etc <p>BEAC activities are expected to increase this month.</p>
October - December	<p>Indigee</p> <ul style="list-style-type: none"> - Indigee 2 scheduled to start October 1st. - Recruitment, PR, information spreading, contact with partners - Coordination of travel, contact with participants, consultants, etc. <p>High level of BEAC activity expected in this period.</p>

2013 onward	<p>Indigee 2 project activities are well underway, including coordination of activities, conferences, meetings and PR, website, social media, etc. Indigee will require 80% or more of IP Adviser's work time.</p> <p>Ongoing BEAC activities such as WGIP and JWGY meetings, IBS activities, etc will require up to 20% of IP Adviser's work time.</p>
--------------------	---