



ASIA PACIFIC TRANSGENDER NETWORK

Project Coordinator

Location: Pacific Islands (Fiji, Samoa, or PNG)

Application Deadline: 31 May 2018

Language required: English

Duration of initial contract: 1 year subject to extension

Ref: S-LMAWM-17-GR-1120

Background:

The Pacific, particularly Polynesia, has a long history of gender diversity including culturally specific terms such as Fa'afafine (Samoa), Leiti (Tonga), Palopa (Papua New Guinea) and Vakasalewalewa (Fiji). There is no accurate data on the number of transgender people in the Pacific. However the visibility of trans feminine people, including those culturally-specific identities listed above, suggests the proportion is likely to be at least as high as estimates in other parts of the world. Trans masculine identities are only starting to emerge in the Pacific. There has been very limited research on the experiences of transgender people in the Pacific outside HIV/AIDS behavioral or prevalence studies, or as a very small component of research across the Asia Pacific region more generally. This research gap is widely known. For example, one of the recommendations from the 2015 Blueprint for the Provision of Comprehensive Care for Trans People and Trans Communities in Asia and the Pacific was to “undertake research on under-represented groups, including trans men, indigenous groups, and elderly people across the region and trans people in the Pacific”.

Since its first interim Board, APTN has included Pacific representation. Through its participation in regional projects, APTN has lobbied strongly for greater involvement and resourcing of Pacific research and programs and facilitated outreach to Pacific trans communities, including through the development of the Trans Health Blueprint which covers both the Pacific and Asia. APTN's Regional Steering Committee has a dedicated Pacific position on the Regional Steering Committee and currently 2 of its 5 members have extensive experience working in the Pacific.

About the project:

In 2017, the Asia Pacific Transgender network seek support from the US DRL for “A Peer-led Study on Trans Rights and Transphobic Violence in Fiji, Samoa and Papua New Guinea” project to ensure transgender persons in Fiji, Samoa and Papua New Guinea have equal protection under the law by participatory research and advocacy activities.

The specific objectives are to:

1. Build applied knowledge and understanding of research skills of national transgender organizations to conduct peer led research reflecting the lived experiences of their



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communities and amplifying their voices by building an evidence base for advocacy. (Fiji, Papua New Guinea and Samoa)

2. Build legal knowledge and understanding of transgender people to assert their rights in Fiji by better understanding court decisions, laws, policies and regulations that regulate the right to recognition and equal protection before the law in their country, identify possible next steps to improve legal gender recognition and protection and use a multi-stakeholder approach to develop strategies based on a Fiji country report and lessons learnt from the Region

APTN is hiring a Project Coordinator for the "Peer-led Study on Trans Rights and Transphobic Violence in Fiji, Samoa and Papua New Guinea" Project for a period of one year subjected to extension.

Duties and Responsibilities

Under the guidance and the direct supervision of the Project Manager, the Project Coordinator supports and follows up on the day to day coordination and implementation of the project. The project coordinator will be in close contact with partner organizations in the Pacific to ensure that activities are being implemented in a timely manner, funds are provided and utilized according to the project documents, following up on donor, program and financial reporting, and collecting and documenting stories and achievements that have been produced from the project to highlight successes and challenges. The Pacific-based Project Coordinator is responsible for the implementation of the projects and providing overall supervision of country implementing partners in the project activities. They will coordinate project activities with relevant stakeholders in the Pacific, with close collaboration with the Bangkok-based Project Manager. The Pacific-based Project Coordinator will act under the guidance of APTN Senior Management and in close coordination with a APTN Project Manager, to refer major executive project decisions to the Executive Director. The Pacific-based Project Coordinator has the overall responsibility for the implementation of the pacific project.

The position is expected to accommodate the Pacific and Bangkok timezone in their role.

Project Management – Financial, Administrative and Human Resources

- Undertake day to day management of the project subrecipients' activities, including smooth project implementation, efficient use of resources.
- Manage and monitor sub-recipient's project budget
- Ensure appropriate recording and accounting documentation as required by APTN, in compliance with the US State Department rules and regulations and preparation of required financial reports.
- Prepare necessary documents for Project manager's approval and facilitate budget revision processes as per APTN policies and procedures



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- Assist in work plan developments, produce timely reports – financial and progress reports – as required by APTN and donor reporting systems.
- Ensure that APTN rules and regulations concerning finance, procurement and human resources are adhered to.

Programme Planning and Implementation:

- Ensure the participation and involvement of relevant stakeholders in project activities planning so that the process is inclusive, participatory and transparent.
- Ensure the timeliness and quality of the outputs and report on achievements and challenges faced within the project.
- Ensure delivery of resources and results according to planned targets.
- Ensure the development of cross-project linkages with other relevant projects and programmes for mutually reinforcing impact.
- Promotes identification and synthesis of best practices and lessons learned for organizational sharing and learning.

Advocacy, Partnerships and Resource Mobilization:

- Establish and maintain partnerships with stakeholders (Trans organisations, UN agencies, US State department, NGOs, CBOs, government and donors).
- Support the main office in APTN in mobilization of resources from different partners. This will include the preparation of project briefs and project Documents, organization of regular meetings and field visits.
- Perform other duties as assigned by Project Manager and management

Key Results:

The performance of these functions will produce the following results:

- The operational, administrative and finance support is provided in a timely manner and of the quality required
- The country implementing partners functions effectively
- All of the key results are critical for the project to operate and to be able to implement its activities effectively and efficiently. In the absence of these results the project would neither comply with the US State department rules and regulations nor be able to meet its objectives.

Competencies

Organisation Competencies

- Promote the vision, mission, and strategic goals of APTN
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Integrity, professionalism and respect for diversity



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Functional Competencies:

- Excellent organizational and planning skills;
- Very strong communication and interpersonal skills, demonstrated ability to build trust;
- Ability to empower others and to manage their performance;
- Demonstrated ability to work effectively in teams, delivering through and with others;
- Ability to work in a fast-paced, diverse and cultural environment

Required skills and qualifications

Education:

- Bachelor/Master's degree in public health, management, administration, international relations, development or a related discipline

Experience:

- Minimum of five to seven years of relevant experience in project management, grant management, operational research and other relevant fields.
- Ability to communicate effectively, verbally and in writing with a wide range of people within Community, Governments, donors, and UN agencies;
- Skills in facilitating consultations, workshops, and community engagements.
- Fully conversant with trans development at regional and local levels.
- Hard-working and ability to deliver on conflicting demands within tight deadlines;
- Knowledge of US State Department operations and programs; familiarity with US State Department program execution rules and regulations is an asset;
- Knowledge of Microsoft suites would be an advantage;
- Able to handle confidential and sensitive issues in a responsible manner.
- Ability to work independently with minimal supervision

Language Requirements:

- Fluent in English and able to draft and edit program documents and proposals in both English and correspondence and briefings in English.
- Ability to speak in one of the 3 implementing country local language will be an advantage,.

Submit send your CV and a cover letter to apply@weareaptn.org with subject header "Application for Project Coordinator position" **by 31 May 2018.**

Trans people from the 3 Pacific islands (Fiji, Samoa or PNG) are highly encouraged to apply.