



INTERNATIONAL INDIGENOUS WOMEN'S FORUM
FIMI

Terms of Reference
Executive Director

1. Background

The International Indigenous Women's Forum (FIMI), is a global network that links organizations of indigenous women from Asia, Africa, the Arctic, the Pacific and the Americas in developing and advancing common agenda for advocacy and to build capacities and leadership of indigenous women for their effective participation in decision making process at all levels. FIMI was established in 2000 after the active participation of indigenous women across the world in the Beijing Conference on Women.

During the last few years, FIMI has been advancing in its institutional strengthening by developing and implementing work program capacity building through leadership and advocacy trainings, global advocacy, economic empowerment, addressing violence and strengthening of indigenous women's organizations.

FIMI is currently undertaking internal process of institutional strengthening, which includes the conduct of independent evaluation and the formulation of its strategic plan.

The International Indigenous Women's Forum (FIMI) is governed by its own Bylaws and the Civil Code. The governance bodies of Association are: The General Meeting and The Board of Directors.

The General Meeting, is the supreme governance body of the Association, which is composed of all its associates.

The Board of Directors, is the executive body responsible for complying and enforcing the decisions adopted by the General Meeting in accordance with the bylaws, implementing the institutional policy, assigning responsibilities and ensuring compliance with the working plans approved by the Association. The Board of Directors is composed of eight members elected among the members present in the General Meeting, electing among them a President, a Vice-President, a Treasurer, a Secretary and a Auditor, currently has 2 members from Asia, 2 from Africa, 2 from Latin America 1 from The Pacific Region and 1 from the Arctic Region.

FIMI has a Technical Secretariat headed by the Executive Director, 1 Program Coordinator and Program Area Coordinators.

Within this framework, it is crucial to count on the leadership of an Executive Director who conducts FIMI's processes both politically and technically, along with the Technical Secretariat team to achieve the institutional objectives.

2. Duties and Responsibilities of the Executive Director

The Executive Director is directly accountable to the President and Board Directors and reports to the Board Directors on a regular basis on the performance of her tasks and responsibilities

- Manage the Network in accordance with its Bylaws, Policies, Guidelines and programs;
- Submit periodic reports to the Board of Directors concerning programs implementation and on the overall implementation of the tasks, duties and responsibilities of the Executive Director;
- Provides the Board of Directors with reports, information and recommendations on matters needing the action of the Board;
- Prepare and submit annual report and planning to the Assembly for approval;
- Maintains fluent, adequate and timely communication with the President of the Board for strategic decision making;
- Performs other tasks that are mutually agreed with the President of Board.

Strategic Leadership

- Provides overall leadership in the implementation of the strategic plan and program of FIMI
- Act as the spokesperson and represents FIMI in key advocacy and networking activities for FIMI in coordination with the President of the Board and the Board as appropriate
- Leads in fund-raising for FIMI, including in the preparation of proposals with the assistance of the staff and Board members as needed
- Maintain and strengthen relations with FIMI donors and partners
- Foster effective team work with the President, Board of Directors and staff.

Program Management

- Oversee the planning, implementation, monitoring, reporting and evaluation of FIMI's programs, ensuring these to contribute to FIMI's mission;
- Formulate institutional policies, guidelines and necessary tools in consultation with the President and the Board, to guide the work of the staff for the operation of the FIMI;
- Ensure timely communications, preparation and submission of reports (narrative and finance)

Financial Management & Resource Mobilization

- Oversee the administration of funds of FIMI according to the approved budget and guidelines

- Oversee the financial management in operationalizing the principles of transparency, check, balance and accountability in accordance with clear policies and guidelines
- Oversee the preparation of a comprehensive finance report for audit and prepare management response to audit findings

Human Resources Management

- Conduct the recruitment process of technical staff according to FIMI's governance system, clear terms of Reference; and available resources
- Manage the Staff in the implementation of the FIMI programs and activities
- Oversee staff welfare and development and their compliance to policies and guidelines

3. Competencies

Executive Director must meet the following requirements:

- Be indigenous women.
- Be linked to the women's and indigenous people's movement worldwide.
- Ability to establish and maintain effective working relations with people and organizations of different regional and cultural backgrounds with respect for diversity.
- Ability to establish and maintain effective relations with donors and philanthropic networks.
- Ability to work with Internet and Web applications
- Be highly experienced in political advocacy and UN international processes and other relevant mechanisms.
- Be highly experienced in resource mobilization and fundraising.
- Be highly experienced in effective working relations with Technical Team
- Highly skilled in staff management and supervision
- Fluent in written and oral English and or Spanish (preferably in both languages)
- Availability to travel and represent FIMI in various international spaces and different country.
- Availability to join the team in May.

4. Modality

The Executive Director will develop all the activities virtually, from her own country.

Date: March 2017