



## Secretariat of East Asian – Australasian Flyway Partnership

### **EAAFP Internship Programme**

If you are interested in working for international organisation in environment and nature conservation, please apply for the EAAFP Internship.

Please send applications to [secretariat@eaaflyway.net](mailto:secretariat@eaaflyway.net) with the EAAFP Job Application Form (CV or resume in your own format is accepted provided that all the information required in the Job Application Form).

- Posting expires: Once the position is filled
- Email: [secretariat@eaaflyway.net](mailto:secretariat@eaaflyway.net)
- Location: 3F G-Tower, Songdo, Incheon, South Korea
- Application Form: visit at <http://www.eaaflyway.net/jobs/>

### **Qualifications:**

Interns should be university students or graduates enrolled in a field that is related to biology, environmental and political science, administration/business, international studies, information technology and communication/media/journalism.

As the Secretariat's working language is English, full ability to work in English (both written and spoken) is required. Additional EAAF languages (e.g. Korean, Chinese, Russian, Japanese, Thai, Mongolian or Malay) are a plus.

It is vital that the interns have standard computer skills (Microsoft Office) and can produce communication materials. Working knowledge of development and management of website and social media (e.g. HTML, CSS, PHP and CMS - Wordpress) and of graphic design (e.g. Photoshop, Illustrator, InDesign and Acrobat) are an advantage. Experience with GIS and statistical analyses is also an asset.

Applicants will be informed if they qualify for an interview.

Additional notes: The EAAFP Internship is a full time program working from Monday to Friday. The working hours are eight hours a day from 9am to 6pm, with one hour lunch break.

## **Internship programme for East Asian – Australasian Flyway Partnership in Incheon**

### **Purpose of the Programme**

- To provide university students with practical experience and education in international organisation including government agencies and UN institutions that complements their field of study and helps prepare them for their working lives;
- To promote among the participants a better understanding of the functioning of Multilateral Environmental Agreements and to give an insight into the work of the international organisation working with government agencies, intergovernmental organisations, NGOs and private companies;
- To improve communication and outreach within the host country of the Secretariat, by offering opportunities to young people who may later act as ambassadors for conservation;
- To render additional support in the preparation and servicing of EAAFP meetings.

### **Areas of Work**

The interns would be assigned to, and supervised by, one of the professional staff in the scientific, technical, administrative and information fields to assist in the accomplishment of specific tasks. Possible areas of work could include:

- Assisting in the development of flyway conservation projects on specific species and habitats; following up the implementation of the projects;
- Compiling profiles of migratory waterbird species;
- Researching international programs relevant to endangered species of waterbird and habitat conservation and management;
- Promoting and maintaining the EAAFP website and social media;
- Assisting in organising EAAFP meetings and events;
- Developing publications and poster displays;
- Outreach activities in the host country;
- Dealing with any other items if the need arises.

## **Conditions of Internship**

### **1. Background**

The Secretariat of the East Asian – Australasian Flyway Partnership (EAAFP) is advertising for an intern to provide additional support for the EAAFP activities.

The EAAFP is an international organisation, constituted from the World Summit on Sustainable Development (WSSD) as a Type II initiative, to provide a flyway-wide framework for international cooperation, including development of the Flyway Site Network for sites of international importance to migratory waterbirds, collaborative activities to increase knowledge and raise awareness of migratory waterbirds along the flyway, building capacity for the sustainable management and conservation of migratory waterbird habitat along the flyway.

The intern will support the EAAFP Secretariat's works and activities, especially in administrative, information technology fields such as website development.

### **2. Duration**

The internship usually runs for a period of not less than three months (and a maximum of six months).

### **3. Payment**

The EAAFP Internship Programme runs on a non-remunerative basis. All costs connected with the intern's participation in the Programme are borne by the intern himself. These include costs and arrangements for travel, visas, accommodation and living expenses. However, 300,000 KRW per month will be provided to the intern for costs of local transport and meal.

### **4. Medical/Health Insurance**

The Secretariat accepts no responsibility for the medical insurance of the intern or for costs arising from accidents and illness incurred during the internship. Applicants have to show proof of valid medical insurance coverage.

### **5. Visas and Accommodation**

The intern is expected to obtain the necessary visa permits at his/her own efforts and cost. The Secretariat can provide a letter of acceptance for the internship if this is necessary. Applicants have to show proof of valid visa that allows participating in the internship programme.

### **6. Commencement**

Before starting, the intern needs to sign an internship agreement form that outlines the conditions governing the EAAFP internship.

## 7. Monthly Leave

The intern is entitled to a day monthly leave during the internship. This leave will not change the cost of internship allowance, 300,000 KRW.

## 8. Report

Upon completion of the internship, the intern will be expected to prepare a report to the EAAFP Chief Executive, through his/her immediate supervisor, assessing the experience gained as well as his/her contributions made to the EAAFP work, and make recommendations for improvement.

## 9. Internship Certificate

Upon completion of the internship, the Internship certificate will be presented by the EAAFP Chief Executive, recognising his/her efforts and contribution to endangered species, their habitats and biodiversity.