

POSITION DESCRIPTION

Chief Executive, East Asian – Australasian Flyway Partnership

Position Summary

The Chief Executive leads a six-person Secretariat, based in Incheon, Republic of Korea that supports the East Asian – Australasian Flyway Partnership, a 35-member, informal and voluntary initiative to conserve migratory waterbirds and their habitats in the 22 countries of the Flyway. The Secretariat has the main responsibility to organize Meeting of the Partners every two years and provide strategic, policy, scientific and communication support to the Partnership, as well as liaison to the host country and city. In addition to strong leadership and communication skills, the successful applicant will have the experience and confidence needed to work closely with governments, intergovernmental organizations, international NGOs and the corporate sector.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Lead and supervise the work of the Secretariat, including developing, evaluating and adapting staffing plans and terms of reference; supervising, assessing and mentoring staff members; building individual and team capacity and fostering team spirit.
2. Maintain good relations and communication with the Secretariat hosting government and organizations.
3. Promote communication, coordination and collaboration among the Partners, potential Partners and collaborating organizations and individuals, including support to the development and implementation of Flyway-wide initiatives.
4. Encourage the development of national Partnerships to foster ownership and effectiveness at country level.
5. Promote development of the Flyway Site Network, including site nomination, effective management of sites and capacity building for site managers.
6. Foster communication and collaboration with initiatives in other flyways and regional/global initiatives.
7. Promote the financial sustainability of the Partnership, notably Secretariat operations, working with Secretariat staff, supporters and the EAAFP Finance Committee.
8. Promote and raise awareness of the Partnership, its goals and activities, through media, website, Partner events and representing the Partnership in appropriate forums.
9. Represent and promote the Partnership in multilateral and bilateral meetings as appropriate, such as IUCN World Conservation Congress, COPs of Ramsar, CBD, CMS and other relevant agreements, and follow up on decisions and actions from these that concern the Partnership
10. Provide support to the development and implementation of the Partnership's Strategic Plan
11. Maintain close relations and communication with the Partnership Management Committee and assume secretariat functions for meetings.
12. Provide support and communication with EAAFP Finance Committee.
13. Provide support and communication with EAAFP Technical Committee, Working Groups and Task Forces, as appropriate.
14. Develop and implement the annual work plan and budget for the Secretariat.
15. Maintain an overview of finances and monitoring of expenditure.
16. Coordinate the Meetings of Partners, including hosting arrangements, financial support, agenda development, coordinating work plans and reports, presenting the Secretariat workplan and report, ensuring smooth running of the meeting (including appropriate facilitation), and finalizing the draft MOP report.
17. Maintain an updated overview of developments in relation to migratory waterbirds and their habitats in the Flyway.