

EAAFP Internship programme

Programme Assistant

1. Introduction

The East Asian–Australasian Flyway Partnership (EAAFP) is an informal and voluntary Partnership that serves as the key international framework to enhance collaboration for the conservation of migratory waterbirds and the sustainable use of their habitats along the East Asian-Australasian Flyway (EAAF). Currently, the EAAFP has 39 Partners made up of governments, international organizations, NGOs and the private sector. The Secretariat of the EAAFP is located in Incheon, Republic of Korea and conducts a range of activities coordinating the day to day work of the EAAFP (e.g. communication with international and local Partners, liaising with the host country and city, organization of workshops, raising awareness for the public, fundraising activities, organization of the Meetings of Partners (MOPs) every two years. The main operating language of the Secretariat is English.

2. Job description

- Position title: Programme Assistant
- Recruitment Intake: Two
- Type of contract: Fixed-term (6 months) (Negotiable)
- Work percentage: 100% (full time)
- Work hours: 09:30 – 18:30
- Expected starting date: End of June 2021 (Negotiable)
- Interview date: between 23 – 25 June 2021
- Reporting to: Programme Officer, Chief Executive
- Supervisor: Programme Officer
- A small amount of monthly allowance may be given

3. Duties and responsibilities

EAAFP is seeking for two highly motivated individuals for a full-time internship position of Programme Assistant. One of them is going to focus more on the local projects, closely working with the Local Project Coordinator, but still supporting other programme tasks. This assignment will include but not limited to the following responsibilities:

- 1) **Site Information Analysis and Management Support:** Preparing and updating the data sheets and related documentation to support the new nomination procedure of Flyway Network Sites (FNS) and their updates; searching conservation issues and

news of FNS – threats in particular; maintaining the national pages and relevant web contents with updates;

- 2) **Communications Support:** Communicating with EAAF Partners, government focal points, and others (e.g. grantees of EAAFP Small Grant Fund), and tracking communication status.
- 3) **Documentation and Coordination Support:** Preparing and providing EAAFP meeting/events documents including agenda, program, minutes and logistics; Assisting preparation of supporting documents for side meetings at global events such as CMS COP, IUCN WCC, CBD COP, Ramsar COP and EAAFP MOP; Keep all meeting/event documents organised in the archive folder and all documents online updated;
- 4) **Meeting & Translation Support:** Assisting in preparation of meeting agenda and program, and logistic; providing translation and simultaneous interpreting; providing translations of English and Korean (or other languages) for meetings and events and news articles;
- 5) **Recruitment Support:** Coordinating the recruitment process of new intern/volunteer; preparing administrative documents for internal review, interview and final selection; responding to inquiries from applicants/candidates; providing a brief introduction of Internship Programme to selected candidates and new interns;
- 6) **Supporting the Local and International Events:** Supporting various meetings and events held domestically or overseas; assisting in preparation of program logistics and filling out business trip reports. The one who will be in charge of the local projects, will work closely with the Local Project Coordinator.
- 7) **Supporting the Local Projects:** Supporting the local projects held in the RO Korea, assisting the Local Project Coordinator who is in charge of the local projects in the RO Korea; Supporting meetings, events held onsite or online; assisting bird survey/ monitoring in wetlands; supporting the study/ writing the policy making or data analysis
 - On-going local projects: One is Hwaseong Wetlands Conservation project, which consists of international and national cooperation, and study/ survey assistant. The other is Incheon – Hong Kong waterbirds conservation project, consists of public awareness activities and study on waterbirds and Black-faced Spoonbills.
- 8) **Team Support – Other duties**
 - Administrative Support: Dealing with daily administrative work, such as preparing correspondence, sending mails, meeting preparation.
 - Research and website management support: Update and maintain the EAAFP website, blog and social media channels.

※ Intern's duties can be reviewed and changed after probationary period of one month

4. Educational Requirements, Minimum Qualifications & Credentials

- Enrolled university students or graduates majoring in environment, natural resource management, geographic information systems, international relations, policy and/or related fields.
- As the Secretariat's working language is English, full competency of using English (both written and spoken) is required. One who is interested in the local projects in the RO Korea, is required to have fluency in Korean. Additional EAAF languages (e.g. Korean, Chinese, Russian, Japanese, Thai, Vietnamese, Mongolian, Bahasa Malaysia, etc.) skills are a plus.
- Well-developed computer skills (Word, Excel, PowerPoint); In addition, data or GIS programs (Tableau or ArcGIS) is a plus.
- Experienced driver with an eligible licence in the RO Korea for the one who is interested in the local projects.

5. Application Information

- Due to the high volume of applications received, after shortlisting only successful candidates will be invited to interview.
- A candidate must prove that she/he has a valid visa in the Republic of Korea during the internship period.

6. How to apply

Those who are interested in working for an international organisation in environment and nature conservation area can submit the set of documents listed below through email to secretariat@eaaflyway.net by **20 June 2021 (KST, Korea Time)**.

- [EAAFP Internship Application Form](#)
- CV/résumé
- A personal statement: Describe your motivations, reason for applying and career goal (up to one page).
- A sponsorship letter (if you have a sponsor to this programme)
- A reference letter when requested.