**Paper 1: POSITION DESCRIPTION**

**Chief Executive, East Asian – Australasian Flyway Partnership**

**Position Summary**

The Chief Executive leads the Secretariat, based in Incheon, Republic of Korea and the Science Unit based in Beijing that supports the East Asian – Australasian Flyway Partnership, a 39-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:**

**Management**

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. Promote the financial sustainability of the Partnership, notably Secretariat operations, working with Secretariat staff, supporters and the EAAFP Finance Sub-committee.
3. Provide support and communication with EAAFP Finance Sub-committee.
4. Provide support and communication with EAAFP Technical Sub-committee, Working Groups and Task Forces, as appropriate.
5. Develop and implement the annual work plan and budget for the Secretariat.
6. Maintain an overview of finances and monitoring of expenditure.
7. 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.

**Diplomacy**

1. Maintain good relations and communication with the Secretariat hosting government and organizations.
2. 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.
3. Maintain close relations and communication with the Partnership Management Committee and assume secretariat functions for meetings.

**Implementation**

1. Encourage the development of national Partnerships to foster ownership and effectiveness at country level.
2. Promote development of the Flyway Site Network, including site nomination, effective management of sites and capacity building for site managers.
3. Foster communication and collaboration with initiatives in other flyways and regional/global initiatives.
4. Promote and raise awareness of the Partnership, its goals, and activities, through media, website, Partner events and representing the Partnership in appropriate forums.
5. Represent and promote the Partnership in multilateral and bilateral meetings as appropriate, such as International Union for Conservation of Nature (IUCN) World Conservation Congress, Conference of the Contracting Parties (COPs) of Ramsar, Convention on Biological Diversity (CBD), Convention on Migratory Species of Wild Animals (CMS) and other relevant agreements, and follow up on decisions and actions from these that concern the Partnership
6. Provide support to the development and implementation of the Partnership’s Strategic Plan
7. Maintain an updated overview of developments in relation to migratory waterbirds and their habitats in the Flyway.

**Paper 2: Terms of Employment for the EAAFP Chief Executive**

**Private and Confidential**

**Commencement Date**: Employment will commence on 1 April, 2023 (Negotiable), or when the position is filled. This commencement date includes the date of travel from the home country to the place of employment.

**Location:** The employment office of the Chief Executive will be located at G-Tower, Bon-dong 3F, 175 Art center-Dero, Yeonsu-gu, Incheon, Republic of Korea.

**Position:** The Chief Executive will **report to the Chair of the Partnership**, on behalf of the Management Committee of the East Asian - Australasian Flyway Partnership. The roles and responsibilities of the Chief Executive position will be described, separately, in a *Position Description* document.

**Term of the Contract:** This is a **contract position for 2 years**, and it may be renewed at the end of the term at the discretion of the **EAAFP Management Committee and the Host Government Partner**, the Republic of Korea. (Note: The Host Government Partner and the EAAFP Management Committee will review the performance of the Chief Executive at specified time intervals, at least annually.)

**Salary**

* **Level of Salary:**The level of salary for the Chief Executive is determined on the basis of the Korean Public Service salary scale and will be paid in Korean won.
* **Payment**: The salary will be paid monthly on 20th day.
* **Taxes**: Taxes will be deducted in accordance with the relevant laws of the Republic of Korea.
* **Social Insurance Premiums:** Premiums for National Pension Contribution and Health Insurance will be deducted from the monthly salary.

Note 1: The monthly payment toward the National Pension Contribution will be equally shared by the Chief Executive  
(50%) and the Secretariat (50%). Upon termination of the employee’s contract, the total fund, including interests earned will be returned to the employee.

Note 2: In case of non-fulfillment of the contract, only the amount of Pension fund deposited by the employee will be returned to the individual.

**Benefits**

* **Housing:** A suitable furnished residence of no less than 100m2, near the Secretariat Office, will be provided to the Chief Executive and maintained in good standing.  Note: The Chief Executive will be responsible for utility bills incurred at the residence.
* **Car**: One rented vehicle is provided for the Secretariat and will be provided to the Chief Executive for his/her business trips.
* **Costs of Relocation/Repatriation:** Transportation expenses (i.e. airfare and carrier fare) will be reimbursed, up to an agreed amount for relocation and repatriation, with return receipt requested.

Note 1: The Relocation/Repatriation costs will cover airfares and carrier fares of the family members as well.

Note 2: In case the employee does not complete the period of service in accordance to the contract, the costs of repatriation will not be paid.)

**- Retirement Income**: Retirement fund will be provided at the end of the contract in accordance with the relevant laws of the Republic of Korea.

**Leave Entitlements**

* **Annual Leave**: The Chief Executive is entitled to a maximum of one month annual leave per year of service. Leave is available to be taken only after 3 months of service and should be taken within one year of service.

If the Chief Executive works or travels for business on weekends and holidays, he or she can take compensation leave(s) equal to the time/days worked or traveled. Compensation leave is for unavoidable, urgent work and not applied to discretionary work on weekends and holidays. (Note: The employee will be entitled to all Korean national holidays (about 15 days per year)).

* **Sick Leave:** More than three days of sick leave requires a medical certificate. Two half days sick leave are counted as one day leave. More than two weeks of sick leave needs to be consulted with the Chair.

**Termination**

The Chief Executive or the Partnership may terminate the Chief Executive’s employment at any time, provided that three month(s) notice or some other agreed period depending on particular circumstances is given prior to termination. (Note: In the case of misconduct or other serious problems with the Chief Executive’s performance, his/her appointment may be terminated with immediate effect by the Management Committee in consultation with all partners and the Host Government Partners.)

**Hours of Work**

General working hours are between 9:30 – 18:30, with one hour lunch break. It is expected that Chief Executive will work an average of 40 hours per week.

**Paper 3: EAAFP Chief Executive Application Format**

Chief Executive, East Asian – Australasian Flyway Partnership

**Application Form**

Applicants are requested to use this template for their application. Please limit your application to 5 or less A4 pages. The preferred file type is MS Word.

Please also attach your current CV (resume) along with this Application Form. List in your CV (resume) up to three referees with their email address and contact phone numbers.

Email your application and CV (resume), as well as requests for any additional information or clarifications, to [secretariat@eaaflyway.net](mailto:secretariat@eaaflyway.net)

**Position Requirements**

**Requirement 1:** Minimum education: **Masters’ degree, or Bachelor’s degree** with significant experience, preferably in relevant field, such as international relations, business development, environmental policy and governance.

*Please provide details on your educational qualifications and significant experience, especially any that is not highlighted in the responses to the Selection Criteria (below).*

**Requirement 2: Ability and willingness to locate to the Republic of Korea and to travel extensively in Flyway**  
countries and beyond, including to field sites**.**

*The EAA Flyway Partnership has a range of Partners and activities across the Flyway and regular travel is an important element in the work of the Chief Executive.*

*Please comment on your regional travel experience and current ability and willingness to travel extensively in the EAA Flyway.*

**Requirement 3: Under 55**, Considering in the possibility of contract renewal (maximum 2 years) the candidate should

be no older than average retirement age of Republic of Korea (average 60 years-old)

**Requirement 4: Ability to negotiate mutually acceptable solutions**, especially on sensitives issues, and understand the perspective of the EAAFP Secretariat.

**Requirement 5:** Demonstrated capacity for innovative and strategic thinking and ability to provide leadership in dealing with complex issue, as well as skills in planning and management of international events and provision of relevant support.

**Key Selection Criteria**

*In addressing each of the eight Key Selection Criteria, please provide details that demonstrate your relevant experience, knowledge, skills and personal qualities, highlighting those developed within EAA Flyway countries.*

1. Demonstrated experience in leading and managing an international office, including supervisory, team building and mentoring skills.
2. Experience with building and maintaining long-term relationships with strategic partners, including national governments, non-governmental organizations and private sector organizations. This should include a clear understanding of, and commitment to, working in a cross-cultural context, including respect for others and different ways of thinking.
3. Extensive (10 years) experience of leading and/or managing multi-stakeholder international programmes, ideally in the environmental field.
4. Knowledge and experience of strategic and operational planning, financial management, and budgeting.
5. Ability to develop and implement strategic vision and plans to achieve desired outcomes.
6. Demonstrated ability to be flexible and responsive to changing circumstances and new opportunities.
7. Excellent verbal communication skills in English, including presentation skills in international meetings and conferences and discussions with non-native English speakers; ability to communicate and respond in culturally effective manner. Demonstrated strong written communications skills in English. Knowledge of other Flyway languages a strong advantage.
8. Experience in working on conservation of waterbirds and their habitats – please provide up to 3 examples that demonstrate this.