



East Asian – Australasian Flyway Partnership

Communication Officer

Term of Reference

JOB DESCRIPTION:

- Location: EAAFP Secretariat, Incheon, Republic of Korea
- Department: Communication Team, EAAFP Secretariat
- Reporting to: Chief Executive
- Type of contract: Full-Time Permanent Position (1 year-based renewal)
- Work hours: 09:30 – 18:30, Monday – Friday
- Benefits: 20 days annual leave per year (not inclusive of the 15 days Korean national holidays), Social Insurance Premiums (National Pension Contribution will be paid monthly and borne half between the employee and the employer), the Retirement fund will be provided following the relevant laws of the Republic of Korea.
- Application Submission Deadline: 20 June 2023, Sunday 18:00 Korean Time
- Required application documents: EAAFP Job Application Form, Cover Letter, CV, Reference Letters (Optional)
- Interview: Late June 2023
- Expected starting date: Early July, 2023 (Negotiable)

POSITION SUMMARY:

The East Asian-Australasian Flyway Partnership (EAAFP) is a flyway-wide framework which aims to conserve migratory waterbirds, their habitats, and the livelihoods of people dependent upon them in the East Asian-Australasian Flyway. The EAAFP Secretariat based in Incheon, Republic of Korea is to support its 40 Partners, expertise and a range of stakeholders in the Partnership.

The Communication Officer is expected to work in the Secretariat to coordinate, facilitate and promote the implementation of EAAFP's Mission, in particular the CEPA (Communication/Capacity Building, Education, Participation and Awareness) Action Plan, and to facilitate the implementation of EAAFP's Strategic Plan with Partners, NGOs, local communities and other teams in the Secretariat, and work closely with CEPA Working Group. The position will take care of daily communications and publications of the Secretariat. Strong communication skills and working experience with government, intergovernmental organizations, and international NGOs and knowledge on conservation issues in the region is desirable. The Communication Officer reports to the Chief Executive.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Communications

1. Support and formulate the strategy of EAAFP for implementing EAAFP's mission, in particular, its CEPA Action Plan; serve as the contact point to respond to communications-related inquiries and requests;
2. Manage and maintain EAAFP's website, creating and updating content, including producing press releases and social media channels, in collaboration with Partners, Working Groups, Task Forces and other stakeholders;
3. Develop and create publications and educational materials for EAAFP, including regular e-Newsletter, promotional videos, and others, ensure publications and products follow EAAFP logo guidelines and support consultation for accurate information delivery;
4. Work closely with the Programme Team, External Relations Team and the Science Unit, to make sure that science and CEPA-related aspects are well incorporated into program activities and that program activities are effectively documented and communicated.

Events and campaigns

1. Lead the development and implementation of international awareness-raising campaigns (e.g. World Wetlands Day and World Migratory Bird Day (WMBD)) in East Asian – Australasian Flyway and facilitate EAAFP Partners to promote these events; oversee the WMBD Small Grant Fund;
2. Create and coordinate campaigns with Partners, Working Groups Task Forces and other stakeholders;
3. Assist the EAAFP CEPA Working Group to facilitate the implementation of adopted relevant decisions at Meeting Of Partners (MOPs), e.g. promote implantation of the CEPA Action Plan and “ Youth mainstreaming in EAAFP”;

4. Support coordination of the organization of the MOPs, local/international events, workshops and meetings, e.g. prepare presentation slides and facilitate webinars;
5. Support the development of CEPA activities of the EAAFP Sister Sites program and in Flyway Network Sites by request.

Education

1. Advocate global agenda on environmental education, serve as a Focal Point from the Secretariat in discussion to mainstream environmental education related to wetlands and migratory waterbirds with Partners and the externals;
2. Provide lectures and talks to local schools and organizations.

Others

1. Monitor, manage the relevant budget and conduct evaluation of relevant activities, events and meetings under the Communication Team;
2. Serve as Focal Point of Wetland Link International – Asia-Oceania from the Secretariat;
3. Respond to other tasks matched to your technical skills and working experience, as requested by the Chief Executive.

REQUIRED SKILLS AND EXPERIENCE

Education:

- Bachelor's degree in relevant fields: communications, journalism, public relations, international relations, ecology, environment, education or a related field is desirable, but it is not a requirement

Experience:

- Minimum two years of working experience in communications/journalism/conservation/environment or related field;
- Excellent skills in computer and office software packages (MS Teams, Word, Excel, etc.)
- Experience in handling web-based management systems
- Experience in designing and editing software packages (Adobes, etc.)

COMPETENCIES

- Excellent verbal and written communication skills in English;

- Knowledge of a second Flyway language is an advantage;
- Proven ability to communicate and work with all sectors of society in different cultural settings and have strong presentation skills such as at international meetings and conferences;
- Strong interpersonal skills and experience working in cross-cultural teams, including collaborative relations with members, respect for others and different ways of thinking;
- Demonstrated ability to be flexible and responsive to changing circumstances and new opportunities, including adapting schedules and timelines