

## 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 Songdo, Incheon, the 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 (Full Time)
- Recruitment Intake: One
- Type of contract: Fixed-term (6 months)
- Work hours: 09:30 – 18:30
- Expected starting date: Early April (Negotiable)
- Interview: 28-29th March 2023 (In-person)
- Reporting to: Senior Programme Officer
- Supervisor: Senior Programme Officer
- A small amount of monthly allowance may be given

#### 3. Duties and responsibilities

EAAFP is seeking a highly motivated individual for a full-time internship position as a Programme Assistant. This position will support the overall programme team's tasks. This assignment will include but is 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 e.g. Country page, Resource Page;

- 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, UNFCCC 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 logistics; 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 interns/volunteers; preparing administrative documents for internal review, interview, and final selection; responding to inquiries from applicants/candidates; providing a brief introduction of the 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 the preparation of program logistics and filling out business trip reports. The person in the position will be in charge of the local projects and will work closely with the Local Project Coordinator.

※ *If you are interested in understanding more specific works of the programme team, please check the previous interns' report: <https://www.eaaflyway.net/internship-programme/>*

#### 4. Team Support – Other duties

- Administrative Support: Dealing with daily administrative work, such as preparing correspondence, sending emails, and meeting preparation.
- Research and website management support: Update and maintain the EAAFP website, blog, and social media channels; support collecting and archiving research/case study documents relevant to local/international meetings/events.
- Support the organization as well as the participation of internal/external activities (e.g. Intern Day, Intern-led youth engagement activities, and participation in local festival/volunteer activities)

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

## 5. Educational Requirements, Minimum Qualifications & Credentials

- Enrolled university students or graduates majoring in the environment, natural resource management, geographic information systems, international relations, policy and/or related fields.
- As the Secretariat's working language is English, full competency in using English (both written and spoken) is required. One who is interested in the local projects in 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) are a plus.
- Experienced driver with an eligible license in RO Korea.

## 6. 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.

## 7. How to apply

Those who are interested in working for an international organisation in the environment and nature conservation area can **submit the set of documents listed below through email to [secretariat@eaaflyway.net](mailto:secretariat@eaaflyway.net)** by 20 March 2023.

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