

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 37 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
- Type of contract: Fixed-term (6 months) (Negotiable)
- Work percentage: 100% (full time) (Negotiable)
- Work hours: 09:00 – 18:00
- Expected starting date: June 2019 (Negotiable)
- 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 a highly motivated individual for a full-time internship position of Programme Assistant. This assignment will include but not limited to 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 of FNS – threats in particular; maintaining the Network and relevant web contents with updates;
- 2) **Documentation Support:** Preparing and providing EAAFP meeting/events documents including agenda, program, minutes and supporting documents; Keep all meeting/event documents organised in the archive folder; keep all documents online updated;

3) 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;

4) Recruitment Support: Checking the EAAFP Secretariat official email account regularly for new applications; updating and advertising intern vacancies; assisting 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;

5) 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. 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)

5. 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 **no later than Sunday 2 June 2019**

- [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.