



Vacancy Announcement – Communication Specialist (Consultant)

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 36 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 has the responsibility for coordinating the day to day work of the EAAFP, e.g. administration and communication, to liaise with the host country and city, as well as to organize the Meetings of Partners (MOPs) every two years. The main operating language of the Secretariat is English.

2. Communication Specialist - Duties and Responsibilities

Under the supervision of the Communication Officer and the Chief Executive of EAAFP, the Communication Specialist (Consultant) will undertake the following tasks to support the implementation of the Communication, Education, Participation and Awareness (CEPA) programme and activities of the Partnership:

- Develop the implementation plan of 2018 EAAF Key Species (Knots) Art Competition and coordinate with donors in implementing the project by December 2018;

In 2017, the Knots Drawing Competition for the youth was organised to celebrate the life of Knots to raise awareness of Red Knots and Great Knots in conjunction with the [Year of the Knots 2017-2018](#). Out of 94 entries, 15 artworks were chosen for awards and included in the EAAFP Calendar 2018. The campaign was sponsored by Kowa Optical Products Co.,Ltd., Patagonia Korea, Pukorokoro Miranda Shorebird Centre, David and Lynne Lawrie. With the sponsorship from potential donors to the Competition for 2018, the EAAFP Secretariat will organize Knots Art Competition, expanding the audience to adults, photographers, and artists. This will mark the second Year of the Knots and encourage the people in the Flyway to join the celebration and contribute to the conservation of the Knots.

- Develop the implementation plan of the Waterbirds and Habitats Photography Award with Fundraising Manager;

EAAFP Secretariat is planning to launch its first Photography Awards in 2019 in collaboration with a global company to raise awareness of the importance of the conservation of migratory waterbirds and the sustainable management of their habitats in the EAAF region. The selected consultant is expected to develop an implementation plan of the Award by closely working with the Fundraising Manager and Communication Officer.

- Assist the Communication Officer and Chief Executive in preparing the EAAFP CEPA Working Group workshop scheduled in October 2018, and to develop a Joint CEPA Project for the Partnership to take place in 2019;
- Support the organization of the Meeting of Partners (MOP) which will be held in Dec 2018;
- Develop and maintain a journalists list in the East Asian – Australasian Flyway and liaise with journalists in setting up interviews or press conference for the Secretariat's staff on relevant topics to raise public awareness;
- Develop new and improve existing activity briefing flyers, press releases, information brochure and advocacy materials aimed at sharing activity outcomes with key stakeholders and Partners, and raising public awareness about the work of the Partnership;
- Provide technical/administrative assistance in planning and implementing the World Migratory Bird Day 2018 events in October 2018 as guided by the Chief Executive and Communications Officer;
- Design and rollout awareness/information campaigns and various outreach projects in the Republic of Korea, including national environment related events and special public campaigns;

3. Position requirements

- Bachelor's degree in a relevant field, such as environment, geography, education, communications, media or related degree;
- Minimum two years of working experience in communications / journalism or related field;
- Excellent verbal and written communication skills in English with a 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. Knowledge of a second Flyway language is an advantage;
- Strong interpersonal skills and experience working in cross-cultural team, 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;

4. Duration of assignment

- Contract duration: July – December 2018 or January 2019 (6 months)

5. Final Products

- 2018 Knots Art Competition Implementation Plan and Report finalized
- 2019 Photography Award Implementation Plan finalized
- Regularly updated journalists list in the Flyway
- At least 5 interviews organized with major media outlets for EAAFP's Chief Executive and other staff
- Organization of school visits and office tours
- Improved activity briefing flyers, press release, information brochure and advocacy materials
- Provided communications supports to all EAAFP events during the contract period

6. Application process

Applicants for this position should submit a **completed EAAFP Job Application Form and a covering letter with an appendix explaining how they meet the position requirement (maximum two pages total)**.

The successful applicant will be appointed on a six-month contract. The position is based in Incheon, Republic of Korea and is subject to taxes and benefits according to Korean law. The working hour is a 40 hour per week. Applicants must be eligible to obtain the appropriate work permit for the Republic of Korea prior to the start of the position.

Applications should be sent by email to secretariat@eaaflyway.net **no later than 24 June 2018**. Only shortlisted applicants will be notified for interview. If you have not received a response within four weeks of sending your application, you may assume that your application has been unsuccessful.