

EAAFP Internship programme

Administration/Finance 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 Incheon, Republic of Korea and conducts a range of activities coordinating the day to day work of the EAAFP (e.g. administration and 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: Administration/Finance Assistant
- Type of contract: Fixed-term intern (6 months)
- Work percentage: 100% (full time)
- Work hours: 09:30 – 18:30
- Languages: Fluent in English and Korean
- Expected start date: May/June, 2022
- Reporting to: Deputy Executive Officer, Administration and Finance Officer
- Supervisor: Administration and Finance Officer

3. Duties and responsibilities

EAAFP is seeking a highly motivated individual for a full-time internship position of Administration/Finance Assistant. This assignment will include but not limited to following responsibilities:

1) Administrative Support

- Performing a wide range of administrative tasks including preparing and/or processing administrative requests/documents.
- Secretarial support for the Chief Executive
- Assisting in travel/meeting and event arrangement.
- Coordinating the field trip and EAAFP Intern Day
- Providing administrative support to ensure efficient operation of the office
- Developing and maintaining a filing system
- Management of office supplies
- Developing and updating administrative systems to make them more efficient
- Assisting in performing other related tasks as required.

2) Financial Support

- Assisting in managing and updating monthly financial report and preparing required documents for annual auditor's report.
- Assisting in dealing with documents for expenditure and income.
- Managing the spreadsheet data for the budget balance.
- Assisting in providing the procedural and technical support to staff within the areas of finance and budget.
- Assisting in performing other related tasks as required.

3) Translation Support: Assisting in preparation of contract, meeting and program; providing translation and simultaneous interpreting; providing translations of English and Korean for contracts, meetings, events and newsletter.

4) Team Support / Other duties

- Research and website management: Update and maintain the EAAFP website, blog and social media channels.
- Administrative Support: Support daily administrative task, such as preparing correspondence, shipping mails, meeting preparation.

* Intern's duties can be reviewed and changed after probationary period of one month, if needed.

4. Educational Requirements, Minimum Qualifications & Credentials:

- Enrolled university students or graduates majoring in public administration, finance, communications, marketing, media, business administration, international relations, environment, biology, or any other related discipline.
- 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 and WordPress)

5. How to apply

Please submit the set of documents listed below through email to secretariat@eaaflyway.net no later than 20th May 2022.

- [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.