



# Ramsar Regional Center – East Asia

## Job Description

Position: Assistant Program Officer

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### **Background**

The Ramsar Regional Center – East Asia (RRC-EA) is one of the regional initiatives formally recognized by the Ramsar Convention. As a Ramsar Regional Initiative (RRI), the RRC-EA was established to serve as a regional platform in East, Southeast and South Asia for capacity building, information exchange, and cooperation among governments, Ramsar Site and wetland managers and stakeholders, international and national non-government organizations, technical experts and business organizations.

The RRC-EA is searching for a qualified candidate for the position: Assistant Program Officer, who will support the CEPA (communication, capacity building, education, participation and awareness) activities and grant program of the RRC-EA.

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### **Duties and responsibilities**

The RRC-EA Assistant Program Officer is expected to provide technical assistance in the following areas:

#### Training and capacity building

1. development and implementation of RRC-EA training and capacity building programs
2. assessment of training and capacity building needs on wetland conservation and management at the national, sub-regional and regional levels in East, Southeast and South Asia
3. development of training modules and guidebooks for Ramsar National Focal Points and wetland managers based on guidelines and reference materials prescribed by the Ramsar Convention

#### RRC-EA Wetland Fund

4. liaising with recipients of the RRC-EA grant program (RRC-EA Wetland Fund)
5. monitoring of ongoing RRC-EA Wetland Fund projects

#### Regional wetland conservation

6. identification of opportunities for RRC-EA intervention to address priority wetland conservation and management issues in East, Southeast and South Asia
7. developing new and strengthening existing networks among wetland stakeholders in the region such as managers of wetlands and wetland centers, wetland scientists, local government leaders, wetland youth, among others
8. coordination with national, regional and international RRC-EA partner organizations

#### Publications and newsletters

9. preparation of RRC-EA publications, e.g. collating media and reference materials
  10. coordination with subject matter experts and contributors to the RRC-EA web magazine
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#### **Qualifications**

- Bachelor's degree in wetland ecology, environmental science or related field; advanced university degree (Master's degree) is an advantage
- work experience is an advantage, including internship
- fluency in English is required; knowledge of another language in East, Southeast and South Asia is desirable
- able to work in a multicultural setting and cooperate with colleagues as an effective team member to achieve organizational goals
- highly literate in basic MS Office applications
- national of any Ramsar Contracting Party in East, Southeast and South Asia is preferred