

VACANCY

Compliance Officer



Deadline for Submission: 27th January 2020

The Western and Central Pacific Fisheries Commission (WCPFC) invites applications from suitably experienced and qualified individuals for the Support Staff post of Compliance Officer to be based at its headquarters at Kolonia, Pohnpei State, Federated States of Micronesia. Information about the WCPFC is available at www.wcpfc.int. The successful candidate will work as a member of a small, multi-national team in a challenging environment.

The incumbent will support the Assistant Compliance Manager to maintain records of responses to reporting requirements stipulated in Commission decisions; carefully check the content and date of relevant members data submissions and/or reporting in accordance with management measures and other decisions; and provide assistance to the management of records in the WCPFC online compliance case file system and the WCPFC transshipment databases. **Starting Salary \$19,449.** Higher salary may be considered depending upon experience and qualifications.

Terms of reference are available on request from Aaron Nighswander, Finance and Administrative Manager, WCPFC Secretariat (aaron.nighswander@wcpfc.int) or from reception. Applications should be addressed to Mr Aaron Nighswander, Finance and Administrative Manager, WCPFC Secretariat, P.O. Box 2356, Kolonia, Pohnpei State, Federated States of Micronesia 96941, and clearly identified as an application for the post of Administrative Officer. Alternatively, applications may be dropped off at the office between 8:00 am and 4:35 pm Monday through Friday or sent via e-mail to Aaron.Nighswander@wcpfc.int.

WCPFC is an Equal Opportunity Employer and encourages both men and women to apply.

COMPLIANCE OFFICER

Professional Grade: Level “Support”

Reports to: Assistant Compliance Manager (AssCM)

Key Responsibilities: The Compliance Officer provides support to the Secretariats work in monitoring and reporting on compliance with CMMs, and reporting by CCMs in accordance with CMMs and other decisions.

Duties will include:

-) under the supervision of the AssCM, maintain records of responses by CCMs to reporting requirements stipulated in CMMs and other Commission decisions;
-) carefully check the content and date of relevant CCMs' data submissions and/or reporting in accordance with CMMs and other decisions, and provide the AssCM with regular reports as required;
-) under the supervision of the AssCM and using WCPFC online IT tools, undertake cross-checks and data analysis of the various MCS data sources to verify the accuracy of reporting by CCMs in accordance with CMMs and other decisions, and provide the AssCM with regular reports as required;
-) where and as directed, provide assistance to the management of records in the WCPFC online compliance case file system and the WCPFC transshipment databases;
-) undertake other duties as directed.

Qualifications and Experience

Essential:

-) Appropriate qualifications in computing, marine science and/or marine management;
-) Experience in computer database administration and related areas.
-) Sound experience in computer-based clerical, filing or equivalent office administration duties.
-) Very good oral and written English communication skills.
-) Excellent inter-personal skills.
-) Absolute discretion in the handling of confidential information.

Desirable:

-) Working experience in the maintenance of fisheries-related information.
-) Enthusiasm to participate in training programmes.
-) Demonstrated ability to work unsupervised.

Approve by Interim Executive Director: 12-17-19