

VACANCY

Regional Observer Programme (ROP) Data Control Technician



Deadline for Submission: 15 July 2020

Salary in range \$9,675 – \$16,118

The Western and Central Pacific Fisheries Commission (WCPFC) invites applications from suitably experienced and qualified individuals for the post of **Regional Observer Programme (ROP) Data Control Technician** 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 report to the Data Quality Officer and will be responsible for data entry/control. Applicants must have good computer skills and be able to type quickly. All applicants will be tested on their computer skills and their typing speed. **Starting Salary \$9,675.** Higher salary may be considered depending upon qualifications and experience.

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 Data Control Technician. 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.

WESTERN AND CENTRAL PACIFIC FISHERIES COMMISSION

Regional Observer Programme (ROP) Data Control Technician

Grade 7

TERMS OF REFERENCE

- Support Staff Member:** Responsible to the Data Quality Officer
Technical database support provided by Secretariat of the Pacific Community (SPC)
- Subordinate Staff:** None
- Essential Qualifications:**
- a) High-speed and accurate data entry skills.
 - b) Competency in performing basic calculations.
 - c) General secretarial skills.
 - d) At least three years experience using computers for data entry or other secretarial tasks.
 - e) Good understanding of the English language
 - f) Demonstrated good attendance record & strong positive work ethic.
 - g) High level of oral and written communication skills.
 - h) Excellent interpersonal skills and commitment to teamwork.
 - i) Demonstrated capacity to work with a minimum detailed supervision, meet deadlines and to be accurate with figures and calculations.
- Desirable Qualifications:**
- a) High-speed and accurate typing obtained through relevant training course.
 - b) Secretarial skill obtained through relevant training course.
- Duties:**
- DATA MANAGEMENT**
- a) RETRIEVE hard-copy Regional Observer Programme (ROP) trip workbooks from the FSM National Observer programme for data entry
 - b) SCAN hard-copy ROP trip workbooks for secure archive purposes
 - c) RETURN the hard-copy ROP workbooks to the FSM national Observer programme after data entry and scanning have been completed
- DATA PROCESSING**
- a) As the main priority, ENTER ROP trip workbooks provided by the FSM National Observer Programme into the ROP Database
 - b) ENTER ROP trip data from other observer service providers, as required
- DATA QUALITY CONTROL**
- a) UNDERTAKE general quality control checking of observer data, according to procedures established by the WCPFC Science service provider (SPC).
 - b) LIAISE with FSM National Observer Programme (or other

national observer service providers) when there are quality issues in the observer data for the purpose of rectifying the problem.

OTHER DUTIES AS ASSIGNED