

# VACANCY



## Reporting Analyst Officer

**Salary Range \$20,697 - \$35,324**

**+ Health Insurance, Life Insurance, and Retirement Plan**

***Closing Date: 6 February 2026***

Applications are invited for the support-level position of Reporting Analyst Officer with the Secretariat of the Western and Central Pacific Fisheries Commission (WCPFC), based in Kolonia, Pohnpei.

In 2024, the Secretariat began restructuring the Compliance and MCS team to strengthen data, policy, and monitoring capacity. This position supports those changes as Members take greater responsibility for managing data through online systems.

The Reporting Analyst Officer will work under the day-to-day supervision of the MCS Team Leader and will liaise primarily with Members on workflows and the examination of fishing activity data managed through the Vessel Management and Reporting Program. The position requires close collaboration with other staff within the Compliance and MCS team.

Applicants must have a proven record of achievement that demonstrates their ability to successfully deliver the responsibilities of the post. The TORs for the position can be found at <https://www.wcpfc.int/vacancies-opportunities>. Applications should include a cover letter, resume, and three references, and be submitted by the closing date to the Human Resources Officer, Ms. Natsuko Akinaga at [Natsuko.Akinaga@wcpfc.int](mailto:Natsuko.Akinaga@wcpfc.int), or delivered in person to the Tuna Commission office.

For related information and queries, please call 320-1992/1993 or visit our website at [www.wcpfc.int](http://www.wcpfc.int). The successful applicant will be expected to start in March 2026.



## DUTY STATEMENT

### Reporting Analyst Officer

**Support Grade:** 4 or 5

**Reports to:** Deputy Compliance Manager/MCS Officer

**Organisational relationships:** The Reporting Analyst Officer will operate under the general day-to-day direction and management of the MCS Officer. This position involves liaising principally with Members in relation to workflows and the results of examinations of data related to fishing activities, received and managed by the Vessel Management and Reporting Program. The position will necessarily work closely with all other staff in the Compliance and MCS team.

**Direct reports:** Nil

**Key responsibilities:** The Reporting Analyst Officer is suited to someone who is passionate about data completeness and accuracy, is keen to learn and has excellent attention to detail. The Reporting Analyst Officer is responsible for the day-to-day administration of Secretariat workflows relating to WCPFC Reporting Programs, including maintaining accurate records, examining reporting data for completeness and accuracy, and working with Members to identify and resolve data quality issues. The role requires close coordination with Compliance and MCS team members to ensure consistent engagement with Members, and the progressive development of an understanding of each Member's reporting practices and operations so that support, communication, and issue-resolution can be better targeted.

**Duties will include:**

- Day-to-day monitoring of Member reporting to update WCPFC Reporting Program records using IT systems and online tools, including assessing data completeness and accuracy and working with Members to resolve identified issues.
- As directed and with increasing independence, use WCPFC IT tools and online systems to examine and analyse Reporting Program data, verify Secretariat and Member data entries and reports, and identify issues and recommended actions for referral to the MCS Officer.
- Timely processing of data and information provided by Members and other authorised organisations for example relating to transhipments and tracking of compliance case files.
- Responding to Member reporting and data enquiries and assisting with enquiries from other co-operating parties as required.
- Working collaboratively with Compliance and MCS team members to ensure coordinated communication with Members, including during annual reporting processes or where multiple issues require an integrated response.

- Under the guidance of the MCS Officer, entering historical and current reporting data and maintaining associated records, particularly relating to required vessel reporting of fishing activities, including near-real-time reporting.
- Identifying and communicating any issues or potential improvements relating to IT tools, online systems, data workflows, or Secretariat service delivery that may benefit Members or improve data quality.
- Supporting, where tasked and appropriate to experience level, the delivery of training and capacity-building for Members on reporting processes and online systems, including contributing to the development of training materials.
- Assisting the MCS Officer to:
  - ensure reports available to CCMs provide clear visibility of reporting gaps and emerging issues;
  - support the processing and delivery of approved data requests and the maintenance of associated records; and
  - identify potential improvements to data, systems, tools or workflow delivery, including Member reporting practices.
- Participating as an active Secretariat member at the Technical and Compliance Committee, and, if requested, other WCPFC meetings and intersessional working groups.
- Any other duties as required.

## **Qualifications and Experience**

### **Essential**

- A keen interest in contributing to WCPFC's work to conserve and sustainably manage tuna and billfish fisheries in the western and central Pacific Ocean.
- Experience in one or more of the following areas: computing, fisheries management, or MCS-related activities.
- Experience working with databases or data management systems.
- Experience in clerical, records management, or equivalent office administration duties.
- Strong interpersonal skills, including the ability to build effective working relationships, demonstrate dependability, solve problems, and maintain attention to detail.
- Very good oral and written English communication skills.
- Absolute discretion and sound judgement in the handling of confidential information.
- Good computer literacy, including working knowledge of Microsoft Office applications.

### **Desirable**

- Knowledge of observer programmes and fisheries management and MCS-related matters.
- Experience working with the maintenance or quality control of fisheries data.
- Experience in the analysis or interpretation of data.
- Demonstrated ability to work independently when required.