Vacancy

DATA ENTRY/REPORTING TECHNICIAN

Salary Range—$16,365 – 27,290 + Health Insurance, Life Insurance and Retirement Plan

Closing Date: 03 APRIL 2026

Are you passionate about data completeness and accuracy? Do you have an excellent eye for detail and a keen desire to learn? If so, we have an opportunity for you!

Applications are invited for the support level post of Data Entry/Reporting Technician at the Secretariat for the Western and Central Pacific Fisheries Commission, based in Kolonia, Pohnpei, Federated States of Micronesia.

We are seeking a dedicated and detail-oriented Data Entry/Reporting Technician to join our Compliance and MCS team. Reporting to the Fisheries Management and Compliance Adviser, the successful candidate will work closely within the Compliance and MCS team to ensure the accuracy and completeness of data related to vessel and fishing activities. Key responsibilities include the entry and maintenance of data records relating to the WCPFC's Vessel Management and Monitoring Programs. The Technician will also support the monitoring of the quality and completeness of data holdings and records submitted into WCPFC's online reporting systems and liaising within the Compliance and MCS team to resolve any data issues. Essential qualifications include experience in database administration, excellent communication skills, and a keen interest in supporting sustainable fisheries management in the western and central Pacific Ocean. Ideal candidates will also possess knowledge of fisheries management and monitoring control surveillance (MCS) systems, as well as experience with data analysis. This is an exciting opportunity for someone starting their career, who is passionate about data integrity and interested in contributing to fisheries conservation and management efforts.

Applicants are required to have a proven record of achievement that demonstrates their ability to successfully undertake the responsibilities of the post. The Data Entry/Reporting Technician post will be locally recruited. The TORs for the position can be found at https://www.wcpfc.int/vacancies-opportunities. Applications and any questions can be addressed to Ms. Deatra Iehsi-Solomon, Human Resource Officer, with submission by email to Deatra.Iehsi-solomon@wcpfc.int.

For related information and queries visit our website at www.wcpfc.int. The successful applicant will be expected to take up the position in **April 2026.**

6 August 2024

DUTY STATEMENT

Data Entry/Reporting Technician or Data and Support Technician

Support Grade: 6

Reports to: MCS Officer or Fisheries Management and Compliance Adviser

Organisational relationships: The Data Entry/Reporting Technician will operate within the Vessel Management and Reporting Program team under the general direction and line management

The Data and Support Technician will operate under the general direction and line management of the Fisheries Management and Compliance Adviser and will regularly liaise with the Vessel Management and Reporting Program teams in relation to the day-to-day administration and accuracy of reported data about vessels and fishing activities.

All Technicians will liaise from time to time with the IT team and with the scientific data manager (SPC-OFP) as well as Members and other cooperating with the Commission.

Direct reports: Nil

Key responsibilities: The Technician is suited to someone who is passionate about data completeness and accuracy, is keen to learn and has excellent attention to detail. He/She is responsible for the day-to-day administration of Secretariat process workflows relating to the WCPFC's Vessel Management and Reporting Programs based on data collection and entry, maintaining records and monitoring the quality and completeness of those data holdings and records. Where directed, the Support Technician will also help to support the maintenance of WCPFC's Monitoring and Evaluation online reporting system.

Duties will include:[1]

[1] Duties and lines of reporting to be revisited in 2025

- Entering historical and current data and reporting, and maintain associated records related to WCPFC's Vessel Management and Reporting Programs including for the Regional Observer Programme, fishing and vessel activity and required reports.
- Using available WCPFC IT tools and online systems review all data entries made for completeness and accuracy.
- Liaising with the Vessel Management and Reporting Programs on identified issues of data completeness and accuracy arising during data entry or reviews of data entry of all data entries made by the Secretariat and/or data entry and reports by Members.
- Acting as a point of contact for inquiries related to data entered both internally and for those supplying data and relevant records including, in support of the Observer Data that is being entered according to procedures established by Scientific data manager (SPC)
- Identifying any issues with or potential improvements to IT tools and online systems and/or Secretariat workflow process, that could benefit Members and/or enhance the Secretariat's delivery of data quality and accuracy.
- As required, providing support to the service delivery of the Vessel Management and Reporting Programs to ensure the Secretariat can provide a consistently seamless service.
- Where directed, in support of the Fisheries Management and Compliance Adviser work collaboratively to enter data and information that maintains and supports published website content relating to the WCPFC's Monitoring and Evaluation online reporting system and associated workflow processes.
- Participating as an active member of the Secretariat during the Technical and Compliance Committee and, if requested, for other WCPFC meetings.
- Any other duties as required.

Qualifications and Experience Essential:

- Keen interest in contributing to WCPFC's work in support of conserving and sustainably managing tuna and billfish fisheries in the western and central Pacific Ocean;
- Proven experience in database administration, data entry and related areas;
- Sound experience in clerical, filing, or equivalent office administration duties;
- Demonstrate excellent inter-personal skills including effective relationships, dependability, problem solving, attention to detail;
- Very good oral and written English communication skills;
- Absolute discretion and sound judgement in the handling of confidential information; • Computer literacy with working knowledge of Microsoft Office applications.

Desirable:

- Knowledge of observer programmes, and fishery management and MCS related matters;
- Working experience in the maintenance of quality fisheries data;
- Working experience in the analysis of data;
- Enthusiasm to participate in training programmes; Demonstrated ability to work unsupervised.