



TERMS OF REFERENCE

INFORMATION COMMUNICATIONS AND TECHNOLOGY (ICT) MANAGER

Professional Grade: K

Organizational relationships: The ICT Manager reports to the Executive Director regarding information management, data services and security and communication technology and applications of the Commission.

Key responsibilities: Design, develop and manage the ICT requirements of the Secretariat. Establish and maintain necessary databases, networks and communications services. Manage and help negotiate service agreements with external providers for the provision of data services to the Commission and the efficient operations of the Commission's ICT systems.

The ICT Manager will take responsibility for:

- In association with the Finance and Administration Manager, the Science Manager and the Compliance Manager, provide business analysis and scoping for key business information management systems. The ICT Manager will also play a lead role in the development and implementation of the WCPFC's satellite based vessel monitoring system (VMS).
- Provide advice on the establishment of the Commission's hardware, software and ICT security policies and oversee the related procedures.
- Advise on and support the acquisition of ICT assets and content of the Commission's web-site.
- Technical administration and maintenance of ICT business applications and databases including security measures;
- Facilitation of, and advice to, knowledge and data management processes within the Commission;
- Liaison with key stakeholders, particularly in other Regional Fisheries Management Organisations, on ICT, data management (particularly fisheries data), information exchange and communication systems;
- Development of databases and applications, including web-based applications;
- Develop and administer the Commission's website;
- Developing customized queries, and online and print reports;
- Technical liaison and support for the Commission's financial system and HR systems;

- Facilitate submission of data from countries/entities within a time-frame established by the Commission;
- Provision of data as required, including
 - Data for use in the stock assessments
 - Data extracts and products in approved formats for public release, exchange with other fisheries organisations and approved research;
- Handle requests for database access in accordance with the Commission's confidentiality requirements;
- Work sensitively with members of the Commission, in addition to conducting smooth communications with members, non-members, other fisheries organisations and the public;
- Design, arrange or conduct staff training in ICT systems;
- Technical support in preparing various meetings of the Commission and its subsidiary bodies and
- Any other duties as required by the Executive Director.

Required Qualifications and Experience:

Essential:

- Appropriate tertiary qualification preferably in IT, communications technology or data management, including recognised professional certifications;
- Minimum five (5) years working experience in database and administrative systems development and administration;
- Significant experience in database analysis, scoping, data and process mapping;
- Successful track record in database and administrative systems application development and administration, including the establishment of security measures;
- High level communication, documentation, negotiation and presentation skills;
- Excellent knowledge of hardware and cabling/wireless installation; and
- Good interpersonal skills with a proven ability to build productive relationships with project team and business representatives.

Desirable:

- Experience with open source software;
- Experience in establishing and administering wide area networks;
- Web administration experience;
- Good understanding of budget management, accounting and HR management systems principles and processes; and
- Familiarity and knowledge of Pacific Island or similar ICT environments