

# VACANCY



## Vessel Management Officer

**Salary Range \$20,094 - \$34,295**

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

***Closing Date: 18 July 2025***

Do you have an excellent eye for detail and a passion for learning? Are you interested in supporting the conservation and management of vital tuna fisheries? If so, we have an opportunity for you.

We are seeking a locally recruited Vessel Management Officer to join our Compliance and MCS section. In this role, you will work with team members and WCPFC member countries to ensure accurate data and reporting on fishing vessels. Key responsibilities include maintaining the Record of Fishing Vessels and Vessel Monitoring System and assisting with data quality and issue resolution in WCPFC's online systems.

Ideal candidates have experience in database administration, strong communication skills, knowledge of fisheries management and MCS systems, data analysis abilities, and a problem-solving approach. This is an exciting chance to contribute to fisheries conservation in the western and central Pacific Ocean.

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 August 2025.

## DUTY STATEMENT

### Vessel Management Officer

**Support Grade:** 5

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

**Organisational relationships:** The Vessel Management Officer will operate under the general direction and line management of the MCS Officer. This position involves liaising principally with Members in relation to workflows and data for vessel records, position reporting and some fishing activities received and managed by the Vessel Management Program. It will be necessary for this Officer to work closely with all other staff in the Compliance and MCS team.

**Direct reports:** Nil

**Key responsibilities:** The Vessel Management Officer is suited to someone who is dependable and passionate about data completeness and accuracy, is keen to learn and has excellent attention to detail. He/She is responsible for delivering the day-to-day administration of Secretariat workflows relating to the WCPFC's Vessel Management Programs that are based around efficient filing and recording of data provided by Members, reviewing data for completeness and accuracy, and liaising with Members to ensure their awareness and resolution of data quality issues. and to ensure coordination with other Compliance and MCS team members so interactions with Members are coordinated.

**Duties will include:**

- Day-to-day monitoring of routine Member activity to update Vessel Management related data, records and reporting using IT systems and online tools and reports to assess data quality - completeness and accuracy – and to resolve issues in communication with Members.
- As directed, using available WCPFC IT tools and online systems and working closely with the Reporting Analysts, undertake examinations and analyses of WCPFC Vessel-related data, verifying and checking the quality of all data entries made by the Secretariat and/or data entry and reports by Members and identify and report to the MCS Officer on issues and potential steps to resolve these, where required.
- Efficient and timely processing, filing and recording of data and information provided by Members or other individuals or organisations.

- Efficient and timely resolution of Members Vessel Management process and data inquiries and responding to inquiries from other cooperating with the Commission as may be required.
- Ensuring collaborative work with other Compliance and MCS teams to integrate responses or other communications with Members, including during annual reporting or when multiple issues for the Member involve broader responses to resolve them.
- Under the guidance of the MCS Officer, manage historical and current data and reporting, and maintain associated records that relate to WCPFC's Vessel Management, in particular required reporting of certain fishing activities by Member vessels including near-real time position reporting.
- Identifying any issues or potential improvements to IT tools, online systems and/or Secretariat workflows that could benefit Members or the Secretariat's service delivery or data quality.
- Where tasked, support training and capacity building to WCPFC Members in Vessel Management related processes or online systems including through supporting the development of training aids.
- Assisting MCS Officer:
  - to ensure reports and information available to CCMs provides an up-to-date awareness of issues and reporting gaps for greater focus.
  - with supporting the efficient processing, delivery of approved data, and maintenance of records related to WCPFC data requests.
  - by identifying any issues or potential improvements with data, systems and online tools and workflow delivery, or with Member data and reporting in a timely manner.
- 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 to support the conservation and sustainable management of tuna and billfish fisheries in the western and central Pacific Ocean
- Appropriate experience in computing, fishery management and MCS-related matters
- 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
- Demonstrated ability to work unsupervised