

WESTERN AND CENTRAL PACIFIC FISHERIES COMMISSION

DUTY STATEMENT

Position: **Vessel Monitoring System Operations Officer (VMSOO)**

Professional Grade: Level "Support"

Reports to: VMS Manager regarding Commission VMS operations

Key responsibilities: The VMS Operations Officer is responsible to the VMS Manager and assists with monitoring and supporting the day-to-day operation of the Commission Vessel Monitoring System. He/she maintains the Commission VMS, monitors its state, maintains VMS-related records on behalf of the Commission and provides regular reports to the VMS Manager on these matters.

Duties will include:

- monitor and assist with maintaining records related to the day-to-day operations of the Commission Vessel Monitoring System (VMS), as directed by VMS Manager and in the course of daily duties below;
- as directed by VMS Manager, liaise with the Service Provider/FFA at the Commission Secretariat on technical matters relating to the operation of the Commission VMS;
- maintain and update the database of Vessel Tracking Agreement Form (VTAF) data;
- check VMS alerts for overdue reports and prepare list of vessel for manual reporting;
- update manual position report database based on reporting provided by vessel operators or flag States;
- as directed by VMS Manager, update sightings reports from MCS patrols and observers;
- maintain and update the database of high seas pocket entry and exits reporting;
- prepare weekly and monthly VMS activity reports;
- liaise with fellow MCS/Compliance staff on matters relating to use of Commission VMS data as a cross-verification tool of vessel activities based on other forms of reporting;
- act as a point of contact for all CCM-related Commission VMS inquiries and for dissemination of relevant information such as Commission VMS Guides and related material for Members;
- as directed by VMS Manager, develop special patrol area plots and liaise with international WCPFC Patrol assets to provide near-real time VMS data for air and sea patrols on a daily basis;
- undertake other duties as directed.

Qualifications and Experience

Essential:

- Appropriate qualifications or equivalent experience in computing or database applications;
- Sound experience in computer-based clerical, filing or equivalent office administration duties;
- Computer skills, including data entry and word processing;
- Very good oral and written English communication skills;
- Excellent inter-personal skills;
- Absolute discretion in the handling of confidential information.

Desirable:

- Associate's degree
- At least two years' experience in data communications, satellite technology and related areas;
- Working experience with fisheries-related information;

- Enthusiasm to participate in training programmes;
- Demonstrated ability to work unsupervised.

Approved December 2018