

VACANCY

Vessel Monitoring System Operations Officer (VMSOO)



Deadline for Submission: 11 May 2020

Salary in range USD 16,637 – USD 28,395

The Western and Central Pacific Fisheries Commission (WCPFC) invites applications from suitably experienced and qualified individuals for the post of **Vessel Monitoring System Operations Officer (VMSOO)** to be based at its headquarters at Kolonia, Pohnpei State, Federated States of Micronesia. Information about the WCPFC is available at www.wcpfc.int. The successful candidate will work as a member of a small, multi-national team in a challenging environment. The incumbent will report to the Data VMS Officer. **Starting Salary \$16,637.** Higher salary may be considered depending upon qualifications and experience.

Responsibilities of the position include but are not limited to maintaining records related to the day-to-day operations of the Commission Vessel Monitoring System (VMS); maintaining and updating the database of Vessel Tracking Agreement Form (VTAF) data; checking VMS alerts for overdue reports and prepare list of vessel for manual reporting; and updating manual position report database based on reporting provided by vessel operators or flag States.

The terms of reference for the position are available online at <https://www.wcpfc.int/vacancies-opportunities>. To apply, please submit a resume with three references addressed to Aaron Nighswander, Finance and Administrative Manager, WCPFC Secretariat, P.O. Box 2356, Kolonia, Pohnpei State, Federated States of Micronesia 96941. Alternatively, applications may be dropped off at the office between 8:00 a.m. and 4:35 p.m. Monday through Friday or sent via e-mail to aaron.nighswander@wcpfc.int.

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:

- J 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;
- J 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;
- J maintain and update the database of Vessel Tracking Agreement Form (VTAF) data;
- J check VMS alerts for overdue reports and prepare list of vessel for manual reporting;
- J update manual position report database based on reporting provided by vessel operators or flag States;
- J as directed by VMS Manager, update sightings reports from MCS patrols and observers;
- J maintain and update the database of high seas pocket entry and exits reporting;
- J prepare weekly and monthly VMS activity reports;
- J 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;
- J 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;
- J 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;
- J undertake other duties as directed.

Qualifications and Experience

Essential:

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

Desirable:

- J Associate's degree

- J At least two years' experience in data communications, satellite technology and related areas;
- J Working experience with fisheries-related information;
- J Enthusiasm to participate in training programmes;
- J Demonstrated ability to work unsupervised.