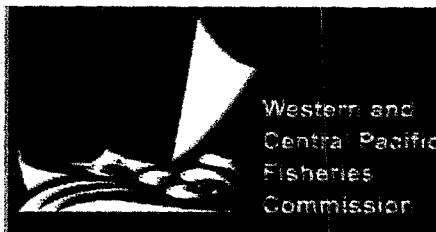


VACANCY
ADMINISTRATIVE ASSISTANT DATA ENTRY OFFICER
US\$14,268 – US\$24,564



The Western and Central Pacific Fisheries Commission (WCPFC) invites applications from suitably experienced and qualified individuals for the Support Staff post of Administrative Assistant Data Entry Officer to be based at its headquarters at Kolonia, Pohnpei State, Federated States of Micronesia. Information about the WCPFC is available at www.wcpfc.int. Working as a member of a small, multi-national team in a challenging environment, the successful candidate, will support the Compliance Manager in the maintenance and updating of the WCPFC Record of Fishing Vessels database. This includes processing database records when received from Commission Members, Cooperating Non-Members and Participating Territories, clarifying missing data with international data providers, quality control and security of all data, and provision of reports or responding to special queries as required for the Commission work. Additional information, including terms of reference, proposed commencement date (during the third quarter of 2010) and conditions of employment, are available at the Reception of the WCPFC Building in Kolonia, or on request from Mr Peter Flewwelling, Compliance Manager, WCPFC Secretariat (peter.flewwelling@wcpfc.int or telephone +691 320 1992). Applications, which close on 30 June 2010, should be addressed to the Executive Director, WCPFC Secretariat, P.O. Box 2356, Kolonia, Pohnpei State, Federated States of Micronesia 96941, and clearly identified as an application for the post of Administrative Assistant Data Entry Officer. Applications may also be sent via e-mail.



WESTERN AND CENTRAL PACIFIC FISHERIES COMMISSION
Pohnpei, Federated States of Micronesia

ADMINISTRATIVE ASSISTANT DATA ENTRY OFFICER

TERMS OF REFERENCE

- Support Staff Member: Responsible to the Compliance Manager
- Subordinate Staff: Nil
- Essential Qualifications: (a) Computer skills, including data entry and word processing.
(b) Excellent written and spoken English.
- Desirable Qualifications: Office management experience.
- Duties:
1. Maintain the WCPFC Record of Fishing Vessels (Record) database.
 - (a) process the database records as they are received from CCMs;
 - (b) seek clarification from CCMs regarding missing or erroneous data;
 - (c) liaise with the WCPFC website webmaster regarding updates to the Record;
 - (d) prepare updated lists of vessels on the database as required;
 - (e) respond in a timely manner to all relevant routine correspondence and communications relating to the database.
 2. Ensure adequate protection of all data through the implementation of appropriate database integrity and security procedures approved by the Compliance Manager, including systematic backup.
 3. Undertake other duties as directed.

Salary Range: US\$14,268 – US\$24,564

Approved by the Executive Director February, 2007



SUMMARY KEY CLAUSES OF THE ADMINISTRATION MANUAL

1. The incumbent is subject to a 6 month probationary period.
2. The Commission's standard core hours are 8am to 4.35pm Monday to Friday, legal holidays excepted, with one hour for lunch between 12 noon and 2pm.
3. Staff that are required to work on a legal holiday or who are travelling on a legal holiday shall have their annual leave entitlement credited in full.
4. Staff travelling or working on weekends shall not receive any leave credits.
5. The range of benefits provided to support staff members is set out in the Staff Regulations and may be summarised as:
 - o Base salary;
 - o Medical insurance;
 - o Superannuation assistance of 1.5% (in addition to the compulsory employer contribution of 6%).
 - o Personal Accident Insurance.
 - o Leave provisions.
 - o Overtime, as approved by his/her manager.
6. Leave – 15 working days; sick leave – 30 working days; Maternity & Paternity Leave – Female after one year of service – up to 60 working days with limitations on start and after confinement. Paternity leave 6 days per year with a 5 day maximum in any one instance. Other leaves as per the Administration manual.
7. The Commission has a medical insurance plan with MiCare, the FSM National Health Insurance organization.

Other specific queries can be made to Mr. Flewwelling who will respond as soon as possible.

Kaselehlie Street,
P. O. Box 2356,
Kolonia,
Pohnpei 96941,
Federated States of Micronesia.

Phone: +691 320 1992
+691 320 1993
Facsimile: +691 320 1108
Email: wcpfc@wcpfc.int