



**TO ALL COMMISSION MEMBERS, COOPERATING NON-MEMBERS and
PARTICIPATING TERRITORIES**

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**Re: Vacancy Notice:
Information Communications and Technology (ICT) Manager.**

Please find accompanying this cover note recruitment information relating to the ICT Manager position with the Secretariat. It would be appreciated if you could arrange to circulate this information as widely as possible within your internal networks. Your cooperation would be particularly appreciated in this instance as it has proven to be a difficult position to fill.

Thank you in advance.

Yours sincerely,



Andrew Wright
Executive Director



VACANCY
INFORMATION COMMUNICATIONS AND TECHNOLOGY (ICT) MANAGER

The Western and Central Pacific Fisheries Commission (WCPFC) invites applications from suitably experienced and qualified individuals for the position of ICT Manager to be based at its headquarters at Pohnpei, Federated States of Micronesia. Information concerning the Commission is available at www.wcpfc.int. Working as a key member of a small, multi-national team in a challenging environment, the successful candidate, who will report to the Executive Director, will take responsibility for information management and security systems design, implementation and management, data management and communication technology and applications for the Commission's Secretariat. The ICT Manager will also play a lead role in the development and implementation of the WCPFC's satellite based vessel monitoring system (VMS). As the Secretariat's IT systems are yet to be developed this is an opportunity to become involved, from inception, in the design and implementation of corporate systems that will support significant demands from a range of internal and international clients. A competitive employment package will be offered as part of a 4 year contract. (This position was advertised earlier in 2007 but recently there have been a number of improvements in its terms and conditions that will apply from January 2008) Additional information, including a terms of reference and conditions of employment, is available on request from Mr Ken Smithson, Finance and Administration Officer, WCPFC at kens@mail.fm or telephone (671) 3201992. Applications close on 29th February 2008 and should be addressed to the Executive Director and clearly identified as an application for the ICT Manager position. Applications may be emailed.



TERMS OF REFERENCE

INFORMATION COMMUNICATIONS AND TECHNOLOGY (ICT) MANAGER

Professional Grade: K (in Council of Regional Organisations in the Pacific harmonised conditions regime.)

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 Officer, 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; 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