

## VACANCY DESCRIPTION

### DATA MANAGER

*Vacancy with the SPRFMO Secretariat, Wellington, New Zealand*

#### 1. Nature of Duties

##### *a) Broad Job Description*

The Data Manager will have an interest in the acquisition and use of fisheries data and will oversee the maintenance and development of the South Pacific Regional Fisheries Management Organisation's ([SPRFMO](#)) data and various related systems. This position is responsible for a wide range of data related activities, including the design and efficient operation of fisheries data systems, data collection, quality checking, and storage, and facilitation of appropriate data access. The position involves some website administration and support for science (as necessary).

The Data Manager works closely with contacts all over the world to ensure that data is provided on time, verified, stored securely, and disseminated as needed and as appropriate. The Data Manager also prepares data related information papers for the [Commission](#) and its subsidiary bodies throughout the year. This position requires excellent communication skills and the ability to develop enduring and positive relationships with the [Commission Members](#), Cooperating non-Contracting Parties (CNCs) and observers.

The SPRFMO Secretariat is a small office that works in a relatively informal style. There is an element of multitasking required, and all staff are expected to display a high level of initiative and must be willing to assist others and able to represent the Secretariat in a constructive and effective manner.

Applicants for this position should have a strong understanding of fisheries data, a professional demeanour, and possess excellent troubleshooting skills. To excel in this role, you should be detail-oriented, enjoy working with large amounts of data, have an ability to work under pressure and possess a knack for analytical thinking.

Prior familiarity with fisheries science or management, the internal workings of a Regional Fisheries Management Organisation (or other international fisheries organisations) and/or additional language skills will be advantageous.

The Data Manager will be offered a full-time permanent position as a SPRFMO employee under the professional services category<sup>1</sup> and will report to the Executive Secretary whilst working in close cooperation with other SPRFMO staff, the Chairperson of the Scientific Committee, identified working groups and external service providers. The duties may include overseas travel to attend SPRFMO or other work-related meetings.

##### *b) Key Functions and Responsibilities*

- Assist the Executive Secretary in strategic planning to ensure that the Organisation's data assets and processes are fit for purpose and meet the expectations and future needs of the Organisation.
- Build positive relations within the Secretariat team, across the SPRFMO membership and with external parties (including other RFMOs).
- Create and apply policies for the implementation and operation of effective data quality control processes to appropriately receive, store, and disseminate data whilst maintaining confidentiality of sensitive data.
- Devise and implement efficient, robust, and secure procedures for data loading with attention to all technical aspects and regularly troubleshoot processes to ensure time and cost-effective practices.

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<sup>1</sup> Refer regulation 5.1b of the SPRFMO [Staff Regulations](#)



- Ensure timely acquisition, data loading, quality checking, storage, security, documentation, and exchange of data according to the [SPRFMO Convention](#) and in accordance with the Organisation's [data standards](#).
- Inform Members and CNCPs regularly on aspects of data related information both intersessionally and prior to meetings of the Commission and its subsidiary bodies.
- Maintain and design templates and/or forms to facilitate accurate collection (and submission) of required data.
- Maintain and manage the SPRFMO [Record of Vessels](#) authorised to fish in the Convention Area.
- Manage external contractors in relation to database hoisting and design services and coordinate the SPRFMO Observer Programme.
- Perform data extractions, conduct analyses, and respond to regular and/or ad-hoc requests for SPRFMO held data.
- Proactively communicate and contribute public domain information for use in the Organisation's [newsletter](#) and [website](#).
- Specification and testing of enhancements to software as required to ensure continued compliance with [Conservation Management Measures](#) and the data needs of the SPRFMO.
- Support the Chairperson of the Scientific Committee and provide support to the [Scientific Committee](#) including meeting logistical arrangements, preparation and presentation of briefing papers and clearance of meeting reports.
- Support the Executive Secretary and other staff with data related needs and requests.

## 2. Eligibility and Selection Criteria

Any discrimination based on any grounds such as sex, race, colour, ethnic or social origin, religion or belief, political or other opinion, membership of a national minority, property, birth, disability, age<sup>2</sup>, or sexual orientation is prohibited.

The Data Manager is a United Nations professional category position. These posts are to be filled by appropriately qualified professionals, preferably with University qualifications or the equivalent. Employees in this category shall be recruited internationally (including, where appropriate, from New Zealand).

As per the [Staff Regulations](#) one of the paramount consideration in the appointment will be the necessity for securing the highest standards of efficiency, competence, and integrity.

### *a) Qualifications:*

Academic: University bachelor's degree (or higher) in a relevant field, such as, but not exclusively, information technology/management, mathematics/statistics, fisheries science, marine sciences, and/or environmental science.

Experience: In addition to the qualifications required above, candidates must have a 5+ years' relevant experience in fisheries-related data management.

The professional experience may have been gained, for example, in the national and/or regional administrations, international organisations and/or bodies, academia, research institutes, industry, non-governmental organisations or as a self-employed activity.

### *b) Requirements:*

1. Detail oriented and analytical mindset with problem-solving and critical thinking skills.
2. Extremely well-developed interpersonal skills, including excellent written and verbal communication.

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<sup>2</sup> Noting regulation 2.8 of the SPRFMO [Staff Regulations](#) which imposes a mandatory retirement age of 65.



3. Highly proficient at processing and analysing large amounts of information to support the delivery of programs, projects, products, and/or reports.
4. Self-motivated, adaptable, and resilient with an ability to work under pressure and a passion to achieve a high level of accuracy within deadlines.
5. Tech savvy, expertise in Microsoft Office (particularly *Word* and *Excel/powerBI*).
6. Understanding and experience of business analysis (specifications, testing, project management) for modern database and information system technologies.
7. Understanding and experience of data management across the whole data life cycle (including collection, storage, documentation, confidentiality).
8. Working knowledge of big data and familiarity with data visualisation and analytics tools.

*c) Other skills and experiences:*

1. Customer focused with a demonstrated ability to present complex, technical information in a nontechnical, easy-to-understand way particularly for international audiences.
2. Fluent in English (the official and working language of the organisation). Chinese, French, Russian or Spanish languages will be considered an advantage.
3. Knowledge of the concepts and methods used in fisheries stock assessment and the use of scientific information in fisheries management.
4. Sensitive to cultural diversity with experience in a multinational and multilingual working environment.
5. Team player who relates well to others and is effective as part of a small multi-disciplinary team

### 3. Selection Process

*a) Assessment*

1. The Executive Secretary will create a short list based upon each applicant's qualifications, ability to meet the requirements and other skills and experience.
2. For this purpose, the Executive Secretary will use the following weighting to rate the candidates:  
Qualifications 20%  
Requirements 50%  
Desirable skills and experience 30%
3. Shortlisted candidates will be invited for an interview, to be conducted remotely in English, during July 2021 with the SPRFMO Executive Secretary and 2-3 others (the interview panel).
4. The successful candidate may be asked to provide additional information to support their application to the SPRFMO Secretariat. Final selection and appointment will be subject to presentation of the requisite supporting documents.
5. The process may be subject to changes depending on the evolution of the current COVID-19 pandemic. Such changes will be informed on a timely basis.

*b) Additional information*

Any direct communication between candidates and the Executive Secretary will be exclusively by email. Therefore, to enable Secretariat services to contact candidates, each candidate is required to indicate a valid e-mail address which can be used throughout the entire selection process.



Insofar as the knowledge of English is required from the candidates, it appears justified to require candidates to choose the English language in their communications.

The Executive Secretary reserves their right to appoint a reserve candidate during the selection process or to decide not to make a job offer if none of the applicants are considered suitable.

## 4. Type and Duration of Contract

### *a) General Terms*

The successful candidate will be offered a permanent position unless otherwise decided by the SPRFMO Commission and an Offer of Appointment as the SPRFMO Data Manager will be provided.

The position is based in Wellington, New Zealand; the appointment is anticipated to come into effect during the 3<sup>rd</sup> quarter of 2021 subject to negotiations with the successful candidate. The terms and conditions of the appointment will be subject to the SPRFMO Staff Regulations and the Standards of Conduct for the International Civil Service. These terms, including place of work and/or starting date, may be subject to adjustment depending on the evolution of the current worldwide COVID-19 pandemic.

The duties and responsibilities of the Data Manager will be those outlined in Section 1. Nature of Duties.

### *b) Salary*

Subject to the arrangements that may be reached with the successful candidate, SPRFMO will provide a net salary equivalent to a P3-Step 1 of the Salary scale for the United Nations Professional Category.

### *c) Leave and Benefits*

Details regarding relocation expenses, annual leave, holidays, and sick leave entitlements are contained in the Staff Regulations. They include entitlements to paid annual leave at the rate of two and half workdays per month, the 11 public holidays celebrated in Wellington, as well as 10 paid days of annual sick leave.

The Commission shall pay two-thirds of the proven cost of the medical and life insurance cover for the recruited employee and their dependants who are not eligible for New Zealand publicly funded health services.

Where an internationally recruited employee wishes to contribute to a recognised retirement fund, the Commission shall pay two-thirds of the total contributions to that fund, up to the maximum percentage applying from time to time in the United Nations Secretariat.

### *d) Other stipulations*

Flexibility with working hours is required and the taking of leave is subject to the needs of the Commission bearing in mind the personal circumstances, needs and preferences of employees. Some international travel is expected.

The successful candidate may be required to undergo medical examination, prior to or during the period of employment, to ascertain whether he/she is able to perform the full range of duties.