



Northwest Atlantic Fisheries Organization

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Fisheries Information Administrator

The Northwest Atlantic Fisheries Organization (NAFO) is an international, intergovernmental, fisheries science and management organization that ensures the long-term conservation and sustainable use of the fishery resources in the Northwest Atlantic. The NAFO Secretariat is located in Halifax, Nova Scotia, Canada.

As a part of the NAFO Secretariat, the Fisheries Information Administrator is responsible to monitor and compile information related to the NAFO fisheries. It requires expertise with data management and discretion with regard to the confidential nature of some of the information managed by NAFO. The Fisheries Information Administrator regularly communicates with NAFO delegates and other individuals from various countries. He/she leads the team on Fisheries Monitoring, works closely with the Fisheries Commission Coordinator and is expected to be a core member on the teams on Fisheries and Information Technology.

Essential Duties and Responsibilities

- (1) Monitors, maintains and updates the fisheries information received through the NAFO Vessel Monitoring System (VMS);
- (2) Maintains and uploads fishery information to the NAFO website and NAFO Inspectors Web Area;
- (3) Communicates with national Fisheries Monitoring Centres and NAFO inspectors to ensure data quality assurance;
- (4) Supports NAFO meetings including preparing of agendas, working papers, other information material and rapporteuring;
- (5) Answers inquiries regarding NAFO fisheries as specified in the NAFO Conservation and Enforcement Measures;
- (6) Assists the Fisheries Team in the analysis and compilation of fishery data; and
- (7) Routine administration and correspondence.

Qualifications

Education and Experience

- Relevant post-secondary education or equivalent work experience
- Experience with the support of meetings and report writing
- Background or knowledge relevant for an international fisheries body (e.g., work experience abroad, familiarity with fisheries matters, etc.) is considered an asset

Relevant Skills and Knowledge

- Extensive experience with Microsoft Excel and Word, as well as knowledge of Microsoft Access
- Excellent judgement, diplomacy, and discretion in handling confidential and/or sensitive materials
- Excellent spoken and written English skills
- Excellent communication, presentation, and organization skills
- Familiarity with and willingness to work under a teamwork approach
- Ability to travel nationally and internationally for meetings
- Knowledge of GIS software considered an asset
- Familiarity with updating of website content considered an asset

Compensation: The annual starting salary is in the range of \$54,878 - \$65,887 (plus benefits) depending upon qualifications and experience.

Employment type: Permanent, full-time.
Flexible daily schedule, and optional hybrid work arrangements are available

Deadline for Application: October 15, 2021

Qualified candidates should submit the following: Cover letter and Resume

Testing may be conducted as a component of the selection process to assess technical and job specific knowledge.

Short listed candidates shall be required to provide the names and contact details of three references.

Location: Northwest Atlantic Fisheries Organization
1601 Lower Water Street, Suite 401, Halifax, Nova Scotia, B3J 3P6

Please send your application to:

Mr. Stan Goodick, Deputy Executive Secretary/Senior Finance and Staff Administrator

Email: recruit@nafo.int

Please note: We thank all respondents; however, only candidates under consideration will be contacted. NAFO offers a friendly, equal opportunity work environment. We are committed to providing an inclusive workplace.