



NORTH-EAST ATLANTIC FISHERIES COMMISSION

Managing Fisheries in the North-East Atlantic

Vacancy Announcement for 1-year Maternity Cover for the position of IT and Web Production Officer of the North East Atlantic Fisheries Commission (NEAFC).

The North East Atlantic Fisheries Commission (NEAFC) invites applicants for a maternity cover position for the IT and Web Production Officer.

NEAFC is an Intergovernmental Organisation with its Secretariat in London, UK. Its mandate derives from the NEAFC Convention of 1980, as amended. The objective of the Commission is “to ensure the long-term conservation and optimum utilisation of the fishery resources in the Convention Area, providing sustainable economic, environmental and social benefits.”

To fulfil this objective, NEAFC has adopted a number of legally-binding measures. This includes conservation and management measures to ensure the sustainable use of the fishery resources and to safeguard the marine ecosystems in which these resources occur, as well as a variety of monitoring, control and enforcement measures. These measures are supported by IT and web-based functions related to the maternity cover post.

NEAFC’s Contracting Parties are Denmark (in respect of the Faroe Islands and Greenland), the European Union, Iceland, Norway and the Russian Federation.

The **IT and Web Production Officer** plays a pivotal role in helping support Contracting Parties in ensuring NEAFC’s fisheries management recommendations and in particular its Scheme of Control and Enforcement are properly supported by IT and other communication as well as via the NEAFC website. The maternity cover role is being advertised while NEAFC is in the process of introducing its Electronic Reporting System (electronic fishing logbook) which will play an important part in the evolution of the NEAFC system of control and enforcement over the coming years.

The NEAFC Secretariat is a small team, so the ability to work well with colleagues and to be able to be flexible in taking on a variety of tasks at all levels to deliver the work of the Secretariat is important.

This role is offered full time or (at a minimum) 80% part time.

Summary description of the position

The IT and Web Production Officer's functions during the maternity cover period will include in particular the following:

- To troubleshoot data issues experienced by Fisheries Monitoring Centres (FMC) reporting according to the Scheme via the NEAFC Vessel Monitoring System (VMS) & HTTPS communications network;
- To make sure the services (documents, inspectors, Port State Control (PSC)) offered on the NEAFC website continue to be useful, up to date and function well and that any changes are well communicated to users;
- Subscribe users to the NEAFC website according to access control policies;
- Work closely with the Monitoring, Control and Surveillance Officer in dealing appropriately with enquiries/correspondence from Fisheries Monitoring Centres (FMC) in Contracting Parties and their Flag States as needed;
- Managing the IT services via a provider to ensure Secretariat HQ and the office functions smoothly and requirements by Contracting Parties in terms of meeting and administrative support is delivered;
- Managing other external IT service providers to ensure the smooth running of other cloud-based IT services;
- Support committees and working groups in developing the VMS and the proposed Electronic Reporting System (ERS) and communicating changes accurately to service providers;
- Deliver effective support to Chairs of working groups dealing with data, communication, IT, and information security issues and other intersessional work, including guidance, preparation, documents, support to discussions, and meeting reports;
- To deliver with Contracting Parties a functional Electronic Reporting System (ERS) to agreed quality and timelines;
- Work closely with the Information Technology & Systems Development Officer to meet the IT related goals of NEAFC;
- Supporting colleagues in monitoring and accounting for IT spending.

- Supporting Port State Control (PSC) system developments;
- Communicating changes to the PSC system across the network and answering help requests from official and commercial users;
- Forecast the cost of developing and maintaining NEAFC Secretariat IT services, the NEAFC website and reporting systems so they continue to suit the budget and purposes of the Contracting Parties and meet the requirements of the existing work of the organisation;
- Preparing Scheme letters as appropriate for distribution;
- Other tasks, as instructed by the Secretary.

Members of the Secretariat enjoy the privileges and immunities to which they are deemed to be entitled in line with NEAFC as an Intergovernmental Organisation and under the Headquarters Agreement with the Government of the United Kingdom.

The NEAFC Staff Rules set out the conditions and principles of employment and the responsibilities of the staff of the NEAFC Secretariat.

The applicant is required to be a citizen of one of NEAFC's five Contracting Parties.

Principal knowledge /experience required

The successful applicant will have the following:

Essential:

- Ability to work in HTML and experience of content management systems essential (Drupal specifically, an advantage);
- Knowledge/experience on the operation of a National Fisheries Administration or Regional Fisheries Body;
- Experience/understanding of the North Atlantic Format (NAF) for data transmission;
- Experience of working with Vessel Monitoring Systems; VMS (positions) and Electronic Reporting Systems (ERS or other vessel transmitted information systems);
- A good team player, with good administrative and communication skills;
- A good level of written and spoken English.

Advantageous

- Working knowledge XML /PHP/MySQL and knowledge of FLUX;
- Experience of mapping tools and GIS software and experience with google mapping programmes;
- Experience with graphics packages (specifically, Affinity Designer);
- Understanding of networking;
- Understanding of software design, and UML;
- Understanding of information security Issues and a working knowledge of standards and legislation.

Remuneration

Remuneration in NEAFC is based on the United Nations Common System of Salaries according to qualifications and experience.

Appointment procedures

The application deadline is 22 September 2019. Shortlisted applicants will be interviewed **during the week commencing 7 October**. The chosen candidate will be expected to take up the position as early as possible after this date.

Applications

For more information about the post and NEAFC, please contact the Secretary.

Applications should be in English, marked “Personal and Confidential” and must be emailed no later than **Sunday 22 September 2019** (sent date of e-mail is decisive) to the following address: info@neafc.org.

Applications should include the following (please provide translations into English if applicable):

- A covering letter expressing your interest in the role and the qualities you offer that you think important for the job;
- Curriculum Vitae including all the relevant information to assess against the above applicant knowledge and experience;

- Copies of relevant academic or professional certificates;
- Two references from persons with relatively recent knowledge of the applicant's character, qualifications and experience.

All respondents will be considered and a shortlist will be established. Shortlisted candidates will be contacted to arrange practical details for an interview.