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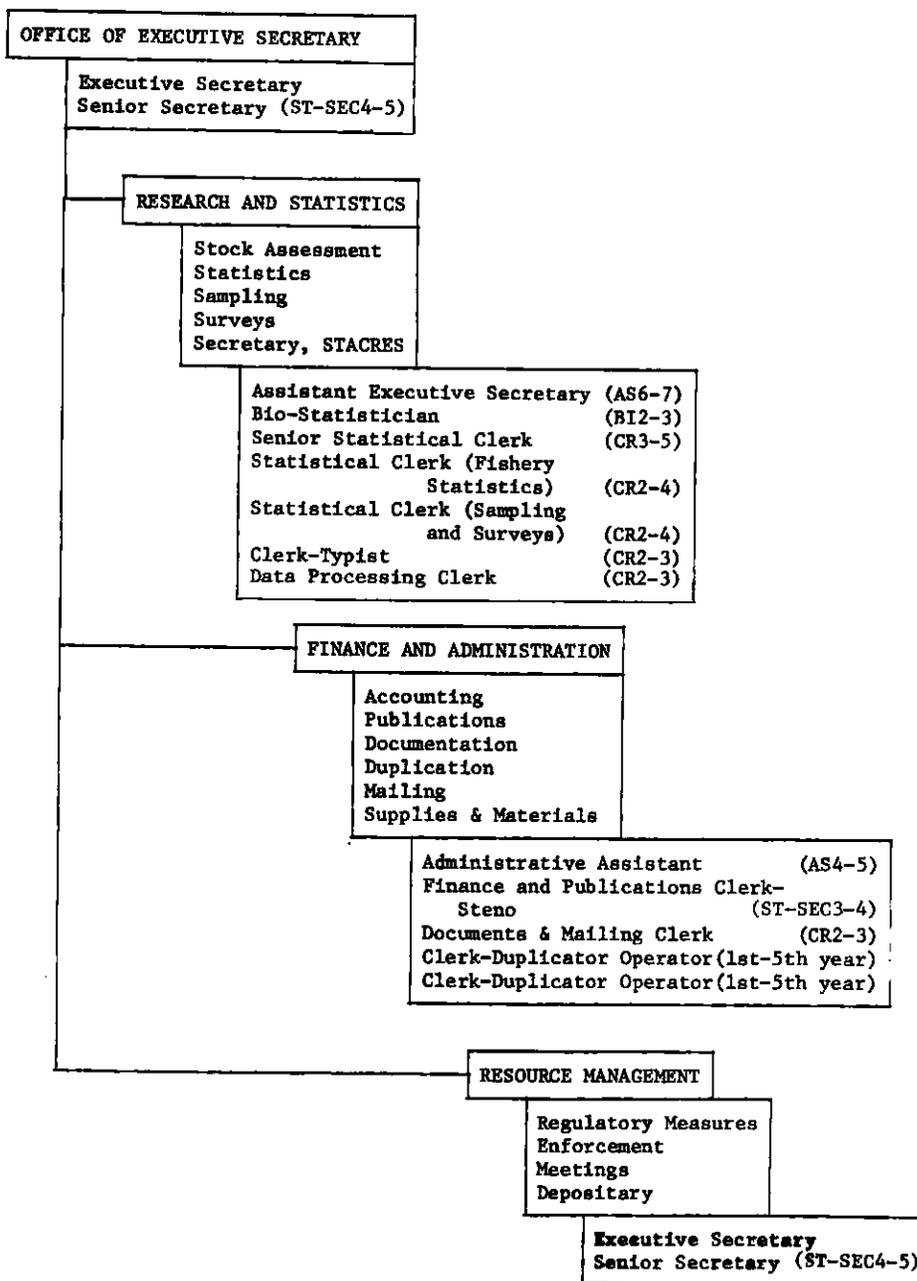
ICNAF Comm. Doc. 75/21

ANNUAL MEETING - JUNE 1975

Salary scales and position descriptions for members  
of ICNAF Secretariat - prepared 4 June 1975

Organization and Staffing Chart, 1975/76

ICNAF Secretariat



<b>Executive Secretary</b>	(UND-1)	\$32,500-38,840 (1.1.74)
<b>Assistant Executive Secretary</b>	(AS6-7)	21,059-27,900 (24.9.74)
<b>Bio-Statistician</b>	(BI2-3)	13,699-20,796 (1.7.74)
<b>Administrative Assistant</b>	(AS4-5)	14,937-20,245 (24.9.74)
<b>Senior Secretary</b>	(ST-SEC4-5)	10,532-12,992 (2.12.74)
<b>Finance and Publications Clerk-Steno</b>	(ST-SEC3-4)	9,239-11,519 (2.12.74)
<b>Senior Statistical Clerk</b>	(CR3-5)	8,323-11,481 (30.9.74)
<b>Statistical Clerk (Fishery Statistics)</b>	(CR2-4)	6,898-10,108 (30.9.74)
<b>Statistical Clerk (Sampling and Surveys)</b>	(CR2-4)	6,898-10,108 (30.9.74)
<b>Clerk-Duplicator Operator</b>	(1st-5th year)	4,723- 9,188 (to 31.12.75)
<b>Clerk-Duplicator Operator</b>	(1st-5th year)	4,723- 9,188 (to 31.12.75)
<b>Clerk-Typist</b>	(CR2-3)	6,898- 9,099 (30.9.74)
<b>Documents and Mailing Clerk</b>	(CR2-3)	6,898- 9,099 (30.9.74)
<b>Data Processing Clerk</b>	(CR2-3)	6,898- 9,099 (30.9.74)

Duties and Salaries of Members of ICNAF Secretariat

Executive Secretary

Under the general supervision of the Commission,

- to manage the Commission office including the appointment and supervision of the staff of the Secretariat and the receipt and economical disbursement pursuant to the Financial Regulations of all monies received by the Commission;
- to communicate Commission recommendations under Article VI(2) and VIII of the Convention to the Depository Government addressed to the Secretary of State of the United States of America;
- to transact the business and preserve the records of the Commission;
- to develop agenda and make all necessary arrangements for Annual, Panel, Committee, symposium and other meetings and provide the appropriate services in any Member Country as designated;
- to prepare the Commission's budgets and meeting reports and perform such other functions as may be assigned by the Commission, the Commission's Chairman, Panel Chairmen and Chairmen of Standing or *ad hoc* committees;
- to be *ex officio* member of the Standing Committees on Finance and Administration, Research and Statistics, Regulatory Measures and International Control;
- to oversee the collecting, compiling, editing and printing of all Commission publications, including Annual Report, Statistical Bulletin, Special Publications, Research Bulletin, Redbook, List of Fishing Vessels, Sampling Yearbook, Meeting Proceedings and Handbook;
- to coordinate the Commission's work in the fields of statistics, scientific investigation and fisheries management through agencies of Member Governments and international organizations (FAO, ICES, NEAFC and OECD);
- to recommend policy to the elected officials of the Commission;
- to deal authoritatively with fisheries administrators and scientists of Member Countries;
- to provide services as may be required by the Commission.

Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal year + rate)</u>	<u>Remarks</u>
Annual Meeting June 1974	\$32,500-38,840 (1.1.74)	1974/75 - \$34,640 1975/76 - \$35,690	D-1 category in UN Salary Schedule; US funds

Assistant Executive Secretary

Under the Executive Secretary

- to act as assistant to the Executive Secretary;
- to become familiar with all aspects of the Commission's operation and requirements;
- to assume the duties of the Executive Secretary in an acting capacity should the need arise;
- to act as permanent secretary to the Commission's Standing Committee on Research and Statistics;

- to provide scientific assistance to the Chairmen of STACRES and its Subcommittees and to scientists of Member Countries;
- to conduct and report on studies on the state of the commercial fish stocks in the Convention Area and the effects of fishing and conservation actions on them;
- to assess and report on the adequacy of biological and statistical data collected by the Commission;
- to collect, compile and publish basic fisheries statistics;
- to establish and maintain close personal contact and liaison with statistical offices in the Member Countries and with other international organizations which have related objectives;
- to assist in other work as may be required by the Executive Secretary.

#### Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal year + rate)</u>	<u>Remarks</u>
Administrative Services (AS7)	\$21,059-27,900 (24.9.74)	1974/75 - \$25,500 1975/76 - \$26,300	

#### Bio-Statistician

Under the general direction of the Assistant Executive Secretary

- to plan, organize and undertake statistical studies centred around the requirements of the Commission's Standing Committee on Research and Statistics
  - by evaluating the adequacy of biostatistical data, emanating from research vessel surveys and sampling of commercial catches carried out by Member Countries and judging the admissibility of the data for assessment in accordance with standardized procedures,
  - by designing computer programs to compile, analyze and summarize in accordance with the requirements of the Assessments Subcommittee,
  - by interpreting the results of the analyses and documenting them for publication as meeting documents and in scientific periodicals if merited,
  - by providing up-to-date summaries of relevant catch/effort, age/length and other biostatistical data for use by participants at the Commission's meetings;
- to maintain contact with scientists and statistical experts in Member Countries
  - by preparing the necessary instructions and formats for soliciting national biostatistical data, requesting the submission of the same through Circular Letters and following up on delinquent submissions where necessary,
  - by informing Member Countries on inadequacies and inconsistencies in their data submissions and advising on ways of improving the collection and reporting of the data;
- to supervise two or more statistical clerks
  - by outlining the study objectives to subordinate staff as they relate to the recording and statistical treatment of data and the compilation of the results,
  - by designing the format and coding procedures to be used for the computer input of data and instructing subordinate staff in their use,
  - by assigning specific tasks to support staff as the nature of the work requires,
  - by appraising the work performance of subordinates and making recommendations on promotions and other personnel matters;
- to maintain familiarity with advances in biostatistical procedures and their application to fisheries science
  - by reference to scientific and technical literature,

- by establishing professional contacts with bio-statisticians in national and other inter-governmental agencies,
  - by frequent discussions with senior staff members,
  - by attending and presenting papers at scientific and technical meetings of ICNAF and other intergovernmental agencies;
- to participate actively in the scientific and technical meetings of the Commission
    - by acting as Rapporteur for Subcommittee meetings when required, especially those Subcommittees whose work is closely related to the biostatistical activities of the Secretariat,
    - by reporting on the progress of studies,
    - by assisting in the preparation of statistical tables and reports as working papers and meeting documents;
  - to perform such other duties as the nature of the work requires.

#### Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal year + rate)</u>	<u>Remarks</u>
Biologist (BI2-3)	\$13,699-20,796 (1.7.74)	1974/75 - \$13,699 1975/76 - \$14,384	

#### Administrative Assistant

Under the general supervision of the Executive Secretary

- to carry out the editorial procedures and policies of the Commission;
- to correspond and establish close liaison with authors and printers;
- to advise on the form of presentation, arrangement of manuscripts, their illustrations and tables, extent of changes, design, layout and type-face;
- to obtain competitive bids for printing jobs and advise on choice of printer and method of printing;
- to check proofs and to correct errors in grammar, punctuation, spacing, etc.;
- to order, price and distribute reprints and publications;
- to set up and operate efficient accounting and financial procedures based on the requirements of the Commission's Financial Regulations, and to prepare preliminary financial statements for the Commission;
- to be responsible for the supervision and control of all administrative and operational procedures in the Secretariat;
- to assist in other work as may be required by the Executive Secretary.

#### Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal year + rate)</u>	<u>Remarks</u>
Administrative Services (AS5)	\$17,847-20,245 (24.9.74)	1974/75 - \$17,847 1975/76 - \$18,648	

Senior Secretary

## Under the Executive Secretary

- to provide secretarial, stenographic and clerical services to the Executive Secretary;
- to allocate and supervise, as senior stenographer and clerk, all clerical and typing work within the Secretariat;
- to supervise logging of all incoming and outgoing mail;
- to initiate routine correspondence;
- to prepare and type Circular Letters for distribution and maintain up-to-date file of same;
- to organize and supervise maintenance of Commission correspondence;
- to organize and direct all secretarial and clerical arrangements and work at Annual and other Commission meetings;
- to prepare and type all submissions to the Depository Government;
- to organize and type the Commission's Redbook (Reports of Standing Committee on Research and Statistics, national research reports, and selected papers from Annual Meetings), Meeting Proceedings (Proceedings of Annual and other Meetings of the Commission) (offset);
- to type original manuscript for typesetting of the Commission's Annual Report (Annual Administrative Report, Reports of Annual and other Commission Meetings, Summaries of Research and Status of Fisheries, etc.), Translations of Questionnaire (Questionnaire from Inspector to Skipper under the ICNAF Scheme of Joint Enforcement), Handbook (International Convention for the Northwest Atlantic Fisheries, Rules of Procedure and Financial Regulations);
- to prepare and type up-to-date Trawl Regulations for the Commission;
- to type and circulate meeting documents and papers before and during Annual Meetings and maintain complete files of same (Research, Commissioner's, Summary Documents and Working Papers);
- to make verbatim records of special Commission Meetings and transcribe them;
- to maintain complete records of all documents, papers and publications published or circulated otherwise by the Secretariat;
- to carry out such other duties and assignments as may properly be required.

Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal year + rate)</u>	<u>Remarks</u>
Stenographer (ST-SEC4)	\$10,532-11,519 (2.12.74)	1974/75 - \$11,519	
(ST-SEC5)	\$11,871-12,992 (2.12.74)	1975/76 - \$11,871	

Finance and Publications Clerk-Steno

## Under the Administrative Assistant

- to verify incoming bills and prepare vouchers and cheques for Commission accounts;
- to administer the Commission's Superannuation, Group Life, Long-Term Disability and Medical Care plans;
- to maintain close liaison with the International Fisheries Commissions Pension Society and Sun Life Assurance Company in connection with the Commission's employees' benefit plans;
- to prepare and maintain the payroll for the staff of the Secretariat;

- to prepare a statement of budget appropriations, obligations incurred and balance of appropriations, a statement of income and expenditures and a statement of assets and liabilities and a statement of cash flow for each fiscal year;
- to balance the financial records of the Commission;
- to prepare the annual billing for Member Countries;
- to assist in the annual audit of the Commission's books;
- to assist the Administrative Assistant with editorial and production matters concerning the Commission's publications;
- to provide secretarial services in financial and publication matters;
- to assist the Senior Secretary in the typing of reports, documents and publications;
- to assist the Administrative Assistant and the Senior Secretary at Commission Meetings;
- to assist with the Commission's files;
- to carry out such other duties and assignments as may properly be required.

#### Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal year + rate)</u>	<u>Remarks</u>
Stenographer (ST-SEC3)	\$9,239-10,102 (2.12.74)	1974/75 - \$9,239 1975/76 - \$9,527	

#### Senior Statistical Clerk

Under the general supervision of the Assistant Executive Secretary

- to supervise the work of two or more clerical staff and actively participate in the editing, sorting and coding of fishery statistics and other biostatistical data preparatory to automatic data processing;
- to maintain records of inadequacies and inconsistencies in the statistical submissions from Member Countries and inform superiors within the Secretariat so that remedial action can be initiated;
- to edit computer listings of statistical data preparatory to compilation and analyses;
- to maintain up-to-date records of computer programs and data files and be responsible for the submission of coded data for keypunching and verifying and of computer programs for processing;
- to compile statistical data from published and unpublished sources, perform statistical calculations and arrange the results in formats appropriate to the studies being undertaken;
- to check and verify compilations and calculations performed by others;
- to perform such other duties as the nature of the work requires.

Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal year + rate)</u>	<u>Remarks</u>
Clerk (CR3)	\$8,323-9,099 (30.9.74) \$9,243-10,108 (30.9.74)	1974/75 - \$9,099 1975/76 - \$9,531	

Statistical Clerk (Statistica)

## Under the Assistant Executive Secretary

- to edit national fishery statistics for completeness, accuracy and consistency;
- to assess the quality of the reported data relative to prescribed specifications;
- to prepare the data for automatic data processing, including keypunching and verifying when necessary;
- to edit computer listings of data for error detection preparatory to computer compilations for inclusion in statistical publications;
- to prepare computer tabulations for printing;
- to compile statistical data from published and unpublished reports for tabular and graphic presentations;
- to perform arithmetical and statistical calculations using electronic calculators;
- to check and verify compilations and calculations performed by others;
- to perform such other duties as the nature of the work requires.

Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal year + rate)</u>	<u>Remarks</u>
Clerk (CR2)	\$6,898-7,531 (30.9.74)	1974/75 - \$6,898 1975/76 - \$7,110	

Statistical Clerk (Sampling and Surveys)

## Under the Bio-Statistician

- to edit national submissions of biological sampling data from commercial fisheries and research vessel surveys for completeness, accuracy and consistency;
- to assess the quality of the reported data relative to prescribed specifications;
- to prepare the data for automatic data processing;
- to edit computer listings of the data for error detection preparatory to computer compilation and analyses;
- to compile biostatistical data from published and unpublished reports for tabular and graphic presentations;

- to perform arithmetical and statistical calculations;
- to check and verify compilations and calculations performed by others;
- to perform such other duties as the nature of the work requires.

#### Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal year + rate)</u>	<u>Remarks</u>
Clerk (CR3)	\$8,323-9,099 (30.9.74)	1974/75 - \$8,581 1975/76 - \$8,839	

#### Clerk-Duplicator Operator

Under the Administrative Assistant

- to operate and maintain the copying and master making (AM 805) and duplicating (Multilith 1250) machines, 30-station collator and stitcher;
- to reproduce by offset, collate and staple meeting documents and proceedings, reports, Circular Letters, and reprints (from the Commission's publications);
- to reproduce by offset the publications of the Commission including Annual Report, Meeting Proceedings, Redbook (Parts I, II and III), Statistical Bulletin, Sampling Yearbook, Special Publication, List of Fishing Vessels, Handbook, Translations of Questionnaire, and any reprinting of the above publications;
- to assist in the mailing of publications and documents;
- to perform other duties as the nature of the work requires.

#### Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal year + rate)</u>	<u>Remarks</u>
Duplicator Operator (3rd year)	\$4,723-9,188 (to 31.12.75)	1974/75 - \$7,890 1975/76 - \$8,779	

#### Clerk-Duplicator Operator Assistant

Under the Administrative Assistant

- to operate a duplicating machine (Multilith 1250);
- to assist in the master making (for offset printing) and copying (AM 805);
- to assist in the reproduction by offset of the Commission's documents and publications;
- to collate and staple meeting documents, proceedings, reports, Circular Letters, etc.;
- to assist in the mailing of the Commission's publications and documents;
- to perform other duties as the nature of the work requires.

Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal year + rate)</u>	<u>Remarks</u>
Duplicator Operator (1st year)	\$4,723-9,188	1974/75 - \$5,223	Semi-annual increment
	(to 31.12.75)	- \$6,112	
(2nd year)		1975/76 - \$7,001	

Documents and Mailing Clerk

## Under the Administrative Assistant

- to maintain accurate mailing lists for the Commission's publications, reports, Circular Letters, documents, etc.;
- to maintain accurate mailing lists on Addressograph plates;
- to maintain and operate the Addressograph machine, Addressograph plate-maker and folder;
- to package and ship the Commission's publications;
- to handle all incoming and outgoing mail and postage metering;
- to maintain the Commission's depository of serially-numbered documents, papers, reports, Circular Letters, forms and publications;
- to receive, catalogue and maintain accessions to the Commission's library;
- to control and procure office supplies and materials;
- to organize the Commission's publications (1950-present) on shelves and be responsible for the filing of additional publications each year;
- to perform other duties as the nature of the work requires.

Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal year + rate)</u>	<u>Remarks</u>
Clerk (CR2)	\$6,898-7,531 (30.9.74)	1974/75 - \$7,110 1975/76 - \$7,310	

Clerk-Typist

## Under the Assistant Executive Secretary

- to provide secretarial, stenographic and clerical services to the personnel of the Research and Statistics Section of the Secretariat;
- to maintain files of correspondence and biostatistical data;
- to type reports and statistical tables as required for publication in Statistical Bulletin, Sampling Yearbook, Redbook, Meeting documents, etc.;
- to proofread tabular and narrative material preparatory to printing;
- to prepare biostatistical data for automatic data processing;
- to edit computer listing of data for error detection prior to computer analyses;

- to check and verify compilations and calculations performed by others;
- to perform such other duties as the nature of the work requires.

Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal year + rate)</u>	<u>Remarks</u>
Clerk (CR2)	\$6,898-7,531 (30.9.74)	1974/75 - \$6,898 1975/76 - \$7,110	

Data Processing Clerk

Under the Assistant Executive Secretary

- to prepare biostatistical data for automatic data processing, including key-punching and verifying;
- to edit computer listings of data for error detection, preparatory to computer compilation and analysis;
- to prepare computer tabulations for printing;
- to perform arithmetical and statistical calculations using electronic calculators;
- to prepare for use in statistical analyses computer programs written by others;
- to check and verify compilations and calculations performed by others;
- to perform such other duties as the nature of the work requires.

Salary History

<u>Classification</u>	<u>Salary Range (effective date)</u>	<u>Salary (fiscal year + rate)</u>	<u>Remarks</u>
Clerk (CR2)	\$6,898-7,531 (30.9.74)	1975/76 - \$7,000	Proposed new incumbent w.e.f. 1 July 1975

