

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

**Circular No.: 2019/09  
Date: 21 February 2019  
No. pages: 04**

**Advertisement for Professional Staff Position - Assistant Manager – Science  
Programme**

Dear All,

Please find attached an advertisement for the professional staff post of Assistant Manager – Science Programme at the WCPFC Secretariat. The deadline for applications is **Thursday 21 March 2019**.

Could you please circulate as you deem appropriate to interested parties. You may also reference this information under the Opportunities section at the WCPFC website: [www.wcpfc.int](http://www.wcpfc.int).

Yours sincerely,



**Feleti Penitala Teo, OBE  
EXECUTIVE DIRECTOR**



## **Vacancy**

### **ASSISTANT MANAGER - SCIENCE PROGRAMME**

**(AMS) to commence Mid 2019**

Applications are invited for the post of Assistant Manager – Science Programme (AMS) at the Secretariat to the Western and Central Pacific Fisheries Commission based in Pohnpei, Federated States of Micronesia. The Western and Central Pacific Fisheries Commission was established to ensure, through effective management, the long-term conservation and sustainable use of highly migratory fish stocks in the western and central Pacific Ocean

The base salary for the post is from **SDR 35,749 to SDR 48,363** per annum. This is equivalent to **US\$49,819 to US\$67,398** per annum at the current exchange rate. The total salary package comprises of base salary, Cost of Living Differential Allowance, Housing, Superannuation and Location Allowance.

The AMS is responsible for the provision of support to the regular and ad-hoc meetings; project management; help identify and oversee Science Programme data requirements and coordinate data related work of the Commission; respond to routine enquiries from Members and interested parties on matters concerning the Science Programme; and compile and disseminate summary data to Members as required.

Applicants are required to have a proven record of achievement that demonstrates their ability to successfully undertake the role. Appropriate tertiary qualification in fisheries science or a related field and several years' relevant experience in fisheries science and administration. Terms of Reference (TORs) for the ASM and staff regulations can be obtained from [www.wcpfc.int](http://www.wcpfc.int). If needed, additional information can be obtained from the Finance and Administration Manager (Aaron Nighswander) at +691 320-1992 or [Aaron.Nighswander@wcpfc.int](mailto:Aaron.Nighswander@wcpfc.int).

The vacancy will close on **21 March 2019** and the successful applicant will be expected to take up the position around July 2019. Applications should be submitted to Aaron Nighswander at [Aaron.Nighswander@wcpfc.int](mailto:Aaron.Nighswander@wcpfc.int).

## **DUTY STATEMENT: ASSISTANT MANAGER - SCIENCE PROGRAMME (AMS)**

Professional Grade: Level J

**Organizational relationships:** The Assistant Manager Science Programme (AMS) reports to the Science Manager. S/he may contact senior members of Member countries, other organizations, consultants and contractors or agencies within the capacity of the position as authorized by the Science Manager.

**Key responsibilities:** The Assistant Manager Science Programme (AMS) supports the Science Manager in respect of the implementation of the Science Programme.

### **Duties will include:**

- Provision of support to the regular and ad-hoc meetings of the Science Committee, Northern Committee, Technical and Compliance Committee, Finance and Administration Committee and the Commission; in particular by:
  - o the drafting and preparation of selected meeting and briefing papers;
  - o compilation and dissemination of cleared meeting and briefing papers;
  - o planning, coordination and implementation of the Science Committee meeting logistical arrangements;
  - o assistance with the clearance of meeting records; and
  - o any other assignments by the Science Manager and the Executive Director.
- Project management responsibility in regard to the day to day administration of Science Programme projects and consultancies including the preliminary assessment of performance against milestones as well as the day to day administration of Science Programme budget management issues including liaison within the Secretariat on finance and administration matters. Provide related reports to the Science Manager;
- In collaboration with the providers of scientific services and the Science Manager, help identify and oversee Science Programme data requirements and coordinate data related work of the Commission with other t-RFMOs and bodies such as the International Science Committee, as appropriate. Provide regular reports to the Science Manager on current data issues;
- Implement activities designed to:
  - o remedy identified data gaps; and
  - o maintain the Science Programme's data quality control processes;
- Respond to routine enquiries from Members and interested parties on matters concerning the Science Programme;
- Compile and disseminate summary data to Members as required;
- Obtain feedback from members in regard to the utility of scientific advice provided through the Science Programme and analyse and report on responses;
- Maintain Science Programme electronic and hard copy records and publications in appropriate forms as needed; and
- Otherwise support the work of the Science Programme and the Science Manager.

### **Qualifications and Experience**

- Master's degree in fisheries science or a related field and several years' relevant experience in fisheries science and administration;
- broad knowledge of marine science, fisheries biology, oceanography, socio-economics, international fisheries negotiation and the role of NGOs;
- appreciation for the nature of the Western and Central Pacific Commission, the role of the Secretariat and the aspirations of Commission members and cooperating non-members.
- detailed knowledge and experience in the monitoring and management of oceanic pelagic fisheries related projects, preferably with an emphasis on tuna; this includes strategic planning, budgeting and contract development,.
- demonstrated ability in applicable computer science and in project management.
- communication skills in English of a high order, particularly in written and oral presentation of scientific advice to audiences at many levels;
- willingness to undertake travel in support of the Commission's work.