



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

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**Advertisement for Professional Staff Position – Information Communications and
Technology (ICT) Manager**

Dear All,

Please find attached an advertisement for the professional staff position of –
Information Communications and Technology (ICT) Manager at the WCPFC Secretariat.
The deadline for applications is **Wednesday 8 May 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.

Yours sincerely



**Feleti Penitala Teo, OBE
EXECUTIVE DIRECTOR**



Vacancy

INFORMATION COMMUNICATIONS AND TECHNOLOGY (ICT) MANAGER

Applications are invited for the post of Information Communications and Technology (ICT) Manager 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 46,579 to SDR 63,026** per annum. This is equivalent to **US\$64,931 to US\$87,858** 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 ICT Manager's key responsibilities include the designing, developing and managing the ICT requirements of the Secretariat and establishing and maintaining necessary enterprise applications, networks, systems and communications services. In addition the ICT Manager will be responsible for managing and helping negotiate service agreements with external IT system and application developers and other IT service providers to support the MCS and Compliance work of the Commission and the efficient operations of the Commission's ICT systems; and managing and ensure, in conjunction with the Compliance Manager, that the Commission's key information management systems, online compliance reporting tools and electronic reporting systems are functioning according to designated requirements.

Applicants are required to have a proven record of achievement that demonstrates their ability to successfully undertake the role. Appropriate tertiary qualification is required, preferably in IT, communications technology or data management, including recognized professional certifications with a minimum of eight (8) years working experience in database and enterprise systems development and administration. The full Terms of Reference (TORs) for the ICT Manager and staff regulations can be obtained from 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.

The vacancy will close on **8 May 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.



TERMS OF REFERENCE

INFORMATION COMMUNICATIONS AND TECHNOLOGY (ICT) MANAGER

Professional Grade: K

Organizational relationships: The ICT Manager reports to the Finance and Administration Manager regarding information management, information technology strategy, data services, cyber security, communications technology, and enterprise applications of the Commission. The ICT Manager is expected to work closely with the Compliance Manager in the development and maintenance of online reporting and publishing IT tools that support the MCS and Compliance work areas of the Commission.

Key responsibilities: The ICT Manager's key responsibilities include:

- Design, develop and manage the ICT requirements of the Secretariat;
- Establish and maintain necessary enterprise applications, networks, systems and communications services;
- Manage and help negotiate service agreements with external IT system and application developers and other IT service providers to support the MCS and Compliance work of the Commission and the efficient operations of the Commission's ICT systems;
- Manage and ensure, in conjunction with the Compliance Manager, that the Commission's key information management systems, online compliance reporting tools and electronic reporting systems are functioning according to designated requirements; and
- Supervise and manage ICT staff members employed within the Commission's ICT Department.

The ICT Manager's duties will include:

- Initiate, develop and implement ICT strategic plans;
- Provide business analysis and scoping for key information management systems, online compliance reporting and electronic reporting systems;
- Oversee the administration and maintenance of ICT enterprise applications;
- Implement, update and monitor compliance to the Commission's Information Security Policy (ISP) and cyber security program;
- Provide advice and guidance on the Commission's ICT policies and oversee the development and maintenance of the related procedures and work instructions;

- Advise on and support the acquisition of ICT assets;
- Administer ICT related contracts and service level agreements with providers, vendors and consultants;
- Provide support to the Commission's annual meetings;
- Brief senior management and the Commission on ICT related issues;
- Liaise with key stakeholders, particularly in other regional fisheries management organizations and sub-regional agencies such as SPC, FFA and PNA, on ICT data management, information exchange and systems;
- Oversee the administration and maintenance of the Commission's website, the Commission's online compliance reporting systems (WCPFC Intranet) and the Commission's electronic reporting systems (eg TSER);
- Provision of data as required, including data for use in the stock assessments and data extracts and products in approved formats for public release, exchange with other fisheries organizations and approved research;
- Handle requests for systems and data access in accordance with the confidentiality requirements of Commission, and handle related support requests;
- Initiate, plan and manage ICT projects using contemporary project management methodologies and processes;
- Supervise and directly manage Commission ICT Department staff members;
- Design, arrange and conduct staff training in relation to ICT systems; and
- Other duties as assigned.

Required Qualifications and Experience:

Essential:

- Appropriate tertiary qualification preferably in IT, communications technology or data management, including recognized professional certifications;
- Minimum of eight (8) years working experience in database and enterprise systems development and administration;
- Fundamental knowledge of hardware configuration and network installations such Active Directory and VMware;
- Significant experience in database analysis, scoping, data and process mapping;
- Successful track record in management of database and administrative systems application development using technology such as SharePoint and SQL;
- Excellent communication and presentation skills; and
- Good interpersonal skills with a proven ability to build productive relationships with project team and business representatives.

Desirable:

- Experience in establishing and administering networks;
- Web administration experience; and
- Familiarity and knowledge of Pacific Island or similar ICT environments.