



VACANCY

Data Quality Officer

Salary Range \$28,080 – \$46,733 + Health Insurance, Life Insurance and Retirement Plan

The Western and Central Pacific Fisheries Commission (Tuna Commission) invites applications from suitably experienced and qualified individuals for the post of **Data Quality Officer** to be based at its Headquarters in Kolonia, Pohnpei State, FSM.

The role involves overseeing data entry workflows for WCPFC's Vessel Management and Monitoring Programs under the supervision of the Deputy Compliance Manager. Responsibilities include overseeing staff, monitoring program operations, and providing weekly updates. The candidate will use IT tools to analyze data quality, report and efficiently resolve issues and suggest improvements to optimize data management processes. The role also entails acting as a contact point for inquiries, assisting in training initiatives, and preparing reports for compliance committees. The successful candidate will also support data request processes and identifying enhancements to benefit Members and streamline processes.

Applicant should be passionate about data completeness and accuracy, meet the essential qualifications, experience and have excellent communication skills to undertake duties set out in the Terms of Reference (TOR). The TORs can be found at <https://www.wcpfc.int/vacancies-opportunities>. Applications should include cover letter, resume and three references. Communications can be addressed to Mr. Aaron Nighswander, Finance and Administration Manager, with submission by email to (Aaron.Nighswander@wcpfc.int) or at the Tuna Commission office by closing date on Wednesday, **17 May 2024**.

For related information and queries, please call **320-1992/1993** or visit our website at www.wcpfc.int.



DUTY STATEMENT

Data Quality Officer

Support Staff Grade: 2

Reports to: Deputy Compliance Manager

Organisational relationships: The Data Quality Officer will operate under the general direction and line management of the Deputy Compliance Manager. Noting that WCPFC's Vessel Management and Monitoring Programs receive and collect CCM reported data related to vessels and fishing activities, some liaising with Members and others cooperating with the Commission is expected. The position will necessarily work closely with all other staff in the Compliance and MCS team. He/She is expected to also work with the IT team and with the scientific data manager (SPC-OFP).

Direct reports: The Data Quality Officer will provide general direction and line management for 2 – 4 support staff.

Key responsibilities: The Data Quality Officer is suited to someone who is passionate about data completeness and accuracy, is keen to learn and has excellent attention to detail. He/She is responsible for assisting the Deputy Compliance Manager with the day-to-day administration of Secretariat workflow processes for data entry related to the WCPFC's Vessel Management and Monitoring Programs and supporting CCMs awareness and resolution of issues requiring greater focus. The Data Quality Officer will provide regular reports to the Deputy Compliance Manager on these matters.

Duties will include:

- Inputting current and historical data and reporting related to WCPFC's Vessel Management and Monitoring Programs and their associated records.
- Under the supervision of the Deputy Compliance Manager, overseeing staff tasked to enter data and to maintain records related to WCPFC's Vessel Management and Monitoring Programs, in particular reporting by CCMs and vessels related to their fishing activities and this may include near-real time reporting.
- Monitoring the day-to-day operations of the Vessel Management and Monitoring Program and provide weekly reports to the Deputy Compliance Manager as directed.

- Using available WCPFC IT tools and online systems to undertake examinations and analyses of WCPFC Vessel-related and Monitoring Program data, to verify and check the quality of all data entries made by the Secretariat and/or data which is reported by CCMs through online IT systems, and provide regular reports to the Deputy Compliance Manager.
- Identifying any issues with or potential improvements to IT tools and online systems and Secretariat workflows that could benefit Members, enhance the Secretariat's processes and/or online tools for managing data quality and accuracy.
- Working closely within the Compliance and MCS team, to contribute to the Secretariat's service delivery across the various arrangements that together comprise WCPFC's Vessel Management and Monitoring Programs.
- Acting as a point of contact for certain CCM-related WCPFC's Vessel Management and Monitoring Programs data inquiries and to ensure their efficient resolution.
- Assisting the Deputy Compliance Manager in providing reports and information to CCMs that will support their awareness of issues and reporting gaps requiring greater focus.
- Where tasked, providing training and capacity building to WCPFC members, particularly small island developing States, in meeting their reporting obligations to the WCPFC.
- Assisting the Deputy Compliance Manager with preparing annual reports related to WCPFC's Vessel Management and Monitoring Programs for the Technical and Compliance Committee, and ad-hoc reports related to data quality and accuracy.
- Participating as an active member of the Secretariat during the Technical and Compliance Committee and, if requested, for other WCPFC meetings.
- Assisting the Deputy Compliance Manager with supporting the efficient processing, delivery of approved data, and maintenance of records related to WCPFC data requests, and identifying any issues with or potential improvements that could benefit Members or enhance Secretariat's management of data quality and accuracy.
- Undertaking other duties as directed.

Qualifications and Experience

Essential:

- Appropriate qualifications in computing, marine science or marine management;
- Proven experience in database administration, data entry and related areas;
- Sound experience in clerical, filing, or equivalent office administration duties;
- Demonstrate excellent inter-personal skills including effective relationships, dependability, problem solving, attention to detail;
- Very good oral and written English communication skills;
- Absolute discretion in the handling of confidential information;
- Computer literacy with working knowledge of Microsoft Office applications.

Desirable:

- Knowledge of observer programmes and fishery related matters;
- Working experience in the maintenance of quality fisheries data;
- Enthusiasm to participate in training programmes;
- Demonstrated ability to work unsupervised.