

Southern Indian Ocean Fisheries Agreement (SIOFA)

Database/IT Manager

Job Vacancy

JOB DESCRIPTION

- POSITION TITLE:** Database/IT Manager (part-time)
- KEY FUNCTION:** To develop and ensure, the effective and secure management, and utilisation of SIOFA databases and IT systems. Manage the collection and sharing of data in accordance with SIOFA standards, rules and procedures
- LOCATION:** Saint-Denis, La Réunion, France
- DURATION:** Fixed term 2 years with the possibility of renewal
- SALARY RANGE:** Remuneration to be based on United Nations salary scale P3 Step 1 professional category with allowances calculated in accordance with SIOFA Staff Regulations and paid in EUROS.

Context

As part of a small team, the SIOFA Database/IT Manager will participate in most aspects of the work of the Secretariat and provide support to the Meeting of the Parties and its subsidiary bodies as required. This includes preparation for and participation at relevant international meetings, preparation of meeting reports, and other tasks as required. The working language of SIOFA is English.

The Database/IT Manager will report to the Executive Secretary and will work closely with the Chair of the Scientific Committee.

The Database/IT Managers' primary duties

Database:

- Further develop, and assume the responsibility of all SIOFA databases.
- Monitoring of the integrity and security of SIOFA databases to ensure safeguarding of records in accordance with SIOFA's data confidentiality policy.
- Develop policies addressing records retention.
- Manage data collection, collation and dissemination of SIOFA data sets (VMS, vessel catch and effort data, observer data and others) housed in an MS SQL Server data warehouse. Develop automation of data capturing. This work may include any necessary re-design of reporting forms and templates.
- Maintain an ongoing inventory of all SIOFA data assets.
- Create and maintain contact with (actual and potential) data partners by participating in meetings and forums relating to fisheries data management, analysis and statistics.

Mapping/GIS:

- Develop and maintain a geospatial database containing SIOFA's historical fishing footprint, based on data submitted by Members.
- Design and prepare reports, including data tables and maps based on Meeting of the Parties, Scientific Committee and Compliance Committee requirements.

IT

- Maintenance of SIOFA servers, computers, email accounts and local area network.
- Maintenance and development of the SIOFA website.

General

- Represent SIOFA when requested by Executive Secretary.
- Attends meetings and conferences as requested or approved by Executive Secretary
- Provide substitution for the Executive Secretary as necessary

- Develop and maintain a general description of SIOFA databases including basic guidelines for extracting basic data summaries from the databases
- Performs other duties as assigned.

Qualifications and prior experience

The prospective candidate should have:

- University-level qualification in data management or a relevant field
- At least [5] years relevant experience in international fisheries and management of marine fisheries databases
- Fluency in both English and French. Competent oral, reading and writing skills in English essential
- Experience in the organization and/or participation in international meetings
- High degree of adaptability and ability to cooperate effectively with people of different nationalities and cultural backgrounds
- Ability to travel

Application

Candidates are invited to submit applications in English in electronic format no later than 22 September 2017 to both the following addresses:

- SIOFA Chairperson, Mr Kristofer DU-RIETZ Kristofer.DU-RIETZ@ec.europa.eu
- SIOFA Executive Secretary, Mr Jon LANSLEY jon@siofa.org

The applications shall include the following:

- Letter of motivation
- Curriculum Vitae
- Copies of academic and other professional certificates (English translations not necessary)
- Contact details of three referees with a recent knowledge of the applicant's character, qualifications and experience.

Applications received by mail or in another language will not be accepted.

Each applicant will be notified by electronic means that their application has been received. Candidates who are not included on the final shortlist will be notified by email that their application was not successful.

Selection Process

A shortlist of candidates will be compiled by SIOFA Chairperson and SIOFA Executive Secretary.

Shortlisted candidates will be notified before 30 September 2017. Provisional dates for the interview will be during the 2nd week of October.

The SIOFA Chairperson shall convene an interview panel of persons with relevant experience plus one independent suitably qualified person.

Selection process will comprise a skype interview and a practical test related to data management. Duration of the interview to be in the range of 30-45 minutes. Questions will be selected by the interview panel from a number of questions collated by the SIOFA Chairperson. All candidates will be asked the same questions and given the same test.

The selected candidate may be required to undertake a medical examination, costs to be reimbursed by SIOFA.

The successful candidate will be notified before 31 October and required to take up the post in La Reunion during January 2018 at the latest. Allowances are available for removal and installation costs.

For further information email jon@siofa.org. For information on SIOFA please visit www.siofa.org