

## **JOB DESCRIPTION – SIOFA DATA Officer- January 2022:**

### **Introduction**

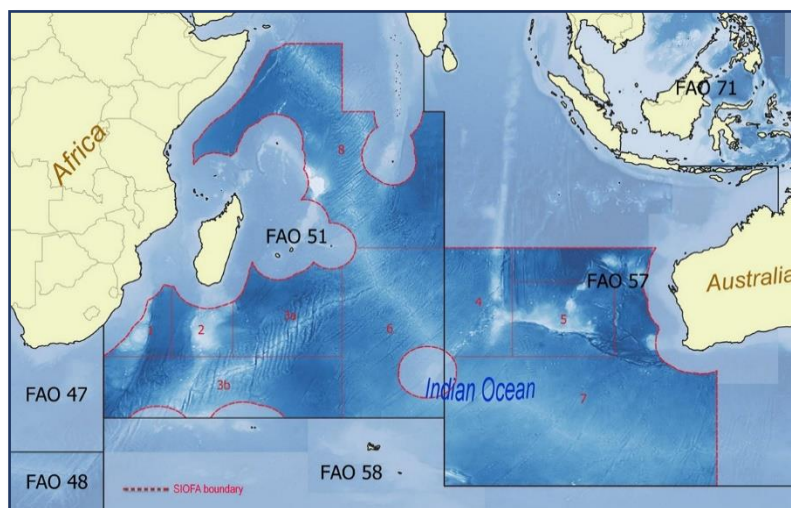
The Southern Indian Ocean Fisheries Agreement (SIOFA) was signed in Rome on the 7<sup>th</sup> of July 2006 and entered into force in June 2012. To date, SIOFA has ten Contracting Parties, one Participating Fishing Entity and one Cooperating non-Contracting Party.

The objectives of this Agreement are to ensure the long-term conservation and sustainable use of the fishery resources in the Area through cooperation among the Contracting Parties, and to promote the sustainable development of fisheries in the Area, taking into account the needs of developing States bordering the Area that are Contracting Parties to this Agreement, and in particular the least developed among them and Small Island Developing States (SIDS).

This Agreement covers fishery resources including fish, molluscs, crustaceans, and other sedentary species within the area, but excluding highly migratory species (Annex I of UNCLOS) and sedentary species subject to the fishery jurisdiction of coastal states (Article 77(4) of UNCLOS).

The SIOFA secretariat located in Reunion Island (France) is seeking to recruit a Data Officer with a strong background in areas of relevance for fisheries, marine or related sciences.

The SIOFA Data Officer will develop and manage data flows and databases of the Secretariat to support SIOFA's activities. The Data Officer will provide technical support to the Compliance Committee and Scientific Committee Chairpersons and work in direct collaboration with the Science Officer under the direction and supervision of the Executive Secretary.



*Fig 1: SIOFA Agreement Area*

## Application

Applications should be submitted to the SIOFA Executive Secretary by 0900 UTC on the 31<sup>st</sup> of October 2021. Selected candidates will be interviewed between the 8<sup>th</sup> of November and 10<sup>th</sup> of November 2021.

Candidates are requested to submit a CV and a cover letter outlining their interest in the role and addressing the selection criteria listed below, a current resume, copies of their degree certificates, proof of citizenship, and the names of two referees.

The successful candidate will be notified by the end of November 2021 and will be expected to take up the position in January 2022. The successful candidate will be required to supply an acceptable certificate of health and undergo a National Police check before being confirmed in the position.

SIOFA offers a competitive salary based upon qualifications and experience. Relocation expenses will be paid for the successful candidate consistent with the allowances in the Staff Regulations.

<b>Job Title</b>	<b>SIOFA DATA Officer</b>
<b>Reports to</b>	Executive Secretary
<b>Working hours</b>	Full-time, 40 hours. Flexible working hours will be required for physical or virtual meetings
<b>Salary Grade</b>	Professional category - P2 – Step 1
<b>Contract duration</b>	1-year contract
<b>Place of Work</b>	Saint-Denis, la Réunion, France
<b>Summary of Role</b>	<ul style="list-style-type: none"> <li>• Work as part of the Secretariat team to deliver meetings of the Agreement and its subsidiary bodies.</li> <li>• Provide key data for the Scientific and Compliance Committees;</li> <li>• Design, develop and manage comprehensive databases for the data provided by the SIOFA CCPs and from other sources;</li> <li>• Ensure the collection of data according to the timetable defined by the SIOFA rules;</li> <li>• Implement sustainable information management and dissemination systems for data collection;</li> <li>• Develop and implement appropriate data backup, recovery, validation and security procedures to ensure data integrity and availability.</li> <li>• Revise the database usage guidelines, ensuring that they are clear and explicit in terms of database usage;</li> <li>• Contribute new ideas to improve the design and data engine, quality, and timeliness of current issues;</li> <li>• Organise, design and carry out the evaluation and analysis of project-related data sets;</li> <li>• Develop data standards and advise on the application of these standards;</li> <li>• Participate in the development, implementation, and management of new indicators.</li> <li>• Design and develop data reports, graphs and statistics;</li> <li>• Provide statistics and data analysis when required;</li> <li>• Perform other related duties as directed by the Executive Secretary.</li> </ul>
<b>Key Roles &amp; Responsibilities</b>	<p><b>Data Coordination:</b></p> <ul style="list-style-type: none"> <li>- Follow, develop, and centralise all SIOFA data and databases, ensuring integrity and security;</li> <li>- Ensure safeguarding of record in accordance with SIOFA data confidentiality requirements;</li> <li>- Act as a central focal point for the collection, analysis and dissemination of information on SIOFA's activities;</li> </ul>



	<p>- Support and participate in the Meetings of the Parties (MoP), the Compliance Committee and the Scientific Committee meetings, including providing support to the intersessional work and preparation for the annual reports.</p> <p><b>Secretariat duties:</b></p> <ul style="list-style-type: none"> <li>- Provide advice to the Executive Secretary on information technologies and data related-matters;</li> <li>- Assist the Executive Secretary to ensure the data security and confidentiality of the Secretariat;</li> <li>- Propose and implement upgrades to the SIOFA website;</li> <li>- Ensure the maintenance and backup of the SIOFA website;</li> <li>- Participates in the strategic planning of all activities of the SIOFA Secretariat, providing technical support and advice (e.g., hardware, software, etc.);</li> <li>- Performs other duties as assigned.</li> </ul> <p><b>Duties with other Organisations:</b></p> <ul style="list-style-type: none"> <li>- Liaise with the CCAMLR Secretariat, IOTC Secretariat or other organisations identified of interest by the MoP. In relation to the Executive Secretary and the Science Officer, support the development of data-sharing arrangements.</li> <li>- At the direction of the Executive Secretary and based on the MoP decisions, represent SIOFA at international or regional meetings and conferences, identify partnerships, advocate for best practice.</li> </ul>
<b>Line Management</b>	The Data Officer will report to the Executive Secretary
<b>Budget Management</b>	Advise the Executive Secretary on digital technologies, hardware needs and software subscriptions
<b>Travel</b>	<p>This role may require domestic and international travel as directed by the Executive Secretary.</p> <p>This includes supporting Meetings (Meeting of the Parties, Compliance Committee and Scientific Committee).</p>
<b>Other</b>	<p>All members of staff must adhere to SIOFA's Rules of Procedure, Staff Regulations, Financial Regulations and all other policies and procedures.</p> <p>Flexible hours will be required (essentially during the meetings due to the duration of the meetings (physical or virtual) and time zones in case of virtual meetings.</p> <p>The successful candidate will need to obtain a National Police check</p> <p>The successful candidate will be required to undergo a medical clearance</p> <p>Medical vaccinations may be required.</p>
<b>Review Date</b>	September 2021
<b>Authorised by</b>	Thierry Clot, Executive Secretary

**PERSON SPECIFICATION – SIOFA DATA Officer**

**Selection Criteria**

The table below indicates the essential and desirable criteria for this post and how these elements will be assessed by the selection panel. Please take care to ensure that you demonstrate that you meet the essential criteria in your job application. Candidates who do not meet the essential criteria need not apply.

*Assessment Types: A = Application Form I = Interview*

<b>Education</b>	<ul style="list-style-type: none"> <li>University-level qualification in data management or a relevant field</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of fisheries sciences, marine environment, and biology</li> </ul>	A
<b>Skills &amp; Abilities</b>	<p style="text-align: center;"><b>Overall Capabilities</b></p> <p style="text-align: center;"><b>Numerical Skills</b></p> <ul style="list-style-type: none"> <li>Strong experience in data management and databases systems (SQL)</li> <li>Strong knowledge of Microsoft tools and databases (Microsoft Excel, Access, SQL-server)</li> <li>Good knowledge of website management, CMS (Drupal), HTML</li> </ul> <p style="text-align: center;"><b>Communication Skills</b></p> <ul style="list-style-type: none"> <li>Excellent writing skills: a demonstrated ability to produce written material that is concise, fluent, and well presented.</li> <li>Good spoken and written English; comfortable leading and rapporteuring technical discussions and communicating with non-technical people.</li> </ul> <p style="text-align: center;"><b>Organisational Capabilities</b></p> <ul style="list-style-type: none"> <li>Manages and delivers on work priorities</li> </ul>	<p style="text-align: center;"><b>Overall Capabilities</b></p> <ul style="list-style-type: none"> <li>To be adaptable.</li> <li>Remain effective under pressure.</li> <li>Demonstrate composure.</li> </ul> <p style="text-align: center;"><b>Numerical Skills</b></p> <ul style="list-style-type: none"> <li>Working knowledge of data mapping software (e.g., ArcGIS, QGIS, GMT etc.)</li> </ul> <p style="text-align: center;"><b>Communication Skills</b></p> <ul style="list-style-type: none"> <li>French (Reading, writing, and speaking)</li> <li>Ability to speak another language than English (Japanese/ Mandarin/Korean/ Thai /Italian/Spanish)</li> <li>Communicate tactfully.</li> </ul> <p style="text-align: center;"><b>Organisational Capabilities</b></p> <ul style="list-style-type: none"> <li>Purposeful about use of time</li> <li>To take steps to fully understand the problem and contributing factors</li> <li>To explore different solution options and possible side effects</li> <li>Involve stakeholders and ensures that solutions meet their needs.</li> </ul> <p style="text-align: center;"><b>Networks, Hardware, and Operating Systems</b></p> <ul style="list-style-type: none"> <li>Ability to set up local networks, manage servers and laptops</li> <li>knowledge of Microsoft Windows and administration, and Windows security</li> <li>Software maintenance and subscriptions management</li> </ul>	A, I,
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>A minimum of three years of relevant experience in the design and programming of database management systems is required. The ability to perform software development fundamentals, problem solving, debugging, tuning and database security is required.</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in an international environment/organisation.</li> <li>Experience in IT training and writing documentation</li> </ul>	A, I,



	<ul style="list-style-type: none"><li>• Knowledge of version control, proper documentation, and management.</li></ul>	<ul style="list-style-type: none"><li>• Previous experience in establishing and effectively maintaining collaborative relationships with external stakeholders.</li><li>• Knowledge of marine conservation issues and experience of working in a natural resource management organisation.</li></ul>	
Attribute	Essential	Desirable	Assessment

Regarding the SIOFA Staff Regulations para 2.2 (<http://apsoi.org/about-siofa/basic-documents/staff-regulations>), any SIOFA Secretariat Member shall conduct themselves in a manner consistent with the international nature of the Agreement. They shall always exercise the loyalty, discretion and tact imposed on them by their international responsibilities in the performance of their duties. They shall avoid all actions, statements or public activities which might potentially be detrimental to the Secretariat, the Meeting of the Parties and the aims of the Agreement.

<b>Review Date</b>	September 2021
<b>Authorised by</b>	Thierry Clot, Executive Secretary