



**North Pacific Fisheries Commission**  
**(Extension of Advertisement)**

**North Pacific Fisheries Commission (NPFC)**

**Vacancy Announcement**

**Data Coordinator**

The North Pacific Fisheries Commission (NPFC) invites applications for a Data Coordinator – General Staff Level. The appointment will be initially for a four-year period **preferably starting from June 2021** and subject to satisfactory performance, and to the needs of the Commission, this General Staff may be re-appointed on an ongoing/permanent basis.

The NPFC is a regional fisheries management organization established with the entry into force of the NPFC Convention on July 19, 2015 and headquartered in Tokyo, Japan. The NPFC is responsible for implementing the objectives and principles of the Convention on the Conservation and Management of High Seas Fisheries Resources in the North Pacific Ocean (NPFC Convention). The Convention's primary objective is to ensure the long-term conservation and sustainable use of fisheries resources in the Convention Area while protecting the marine ecosystems of the North Pacific Ocean in which these resources occur.

For further information on the Commission, please refer to the following link: [www.npfc.int](http://www.npfc.int).

Under the overall supervision of the Executive Secretary of the NPFC, the Data Coordinator assists the Executive Secretary regarding all issues related to data and information of the Commission.

Main duties and responsibilities of the Data Coordinator:

- Maintain all IT systems for the Secretariat, e.g., VMS, Vessel Registry, Boarding and Inspection systems, Transshipments, Logbook and landing reports, Annual Reports, Administrative and Budget systems, webpage, Collaboration website, NPFC intranet and others as required;
- Assist and support the NPFC VMS as it becomes operational;
- Establish and monitor appropriate Member security, controlled access, and standard

operating procedures (SOPs) for each of the identified sensitive data systems of the Commission;

- Liaise with IT service providers for development and management of the NPFC data/IT systems using Cloud service providers or NPFC servers;
- Provide training and support to staff and Members on access, use and updating of their IT systems;
- Report on data system developments and data security annually through the Executive Secretary's Report;
- Provide operational support to Commission meetings, conferences and workshops;
- Research and recommend new IT technologies for the Commission as required.
- Other duties related to data and information management as may be required by the Executive Secretary.

Applicants are required to have a proven record of achievement that demonstrates their ability to successfully undertake the role. This will include at least 5 years of recognised experience in data management and information technologies.

## **Selection Criteria**

### *Essential Qualifications*

- Must be a citizen of a NPFC Member
- University degree or equivalent in fisheries, information technology or related fields
- At least 5 years of professional experience in data management and information technology
- Good communication skills in English

### *Asset Qualifications*

- Experience in international fisheries management
- Working experience in international organizations
- Working experience with Drupal, SQL Server, Sharepoint and Microsoft Exchange
- Good communication skills in Japanese

## **Salary and Benefits**

The annual salary is 6,218,000 – 7,000,000 Japanese Yen all inclusive, depending on career and experience. The Commission has a benefits package that includes pension, disability, medical

and dental. For information related to benefits such as home leave, annual leave, sick leave, etc., please refer to the NPFC Staff Regulations <https://www.npfc.int/npfc-administrative-documents>.

### **Applications**

Applications should be in English language and must be transmitted electronically to the Executive Secretary of the NPFC at [executive.secretary@npfc.int](mailto:executive.secretary@npfc.int)

Applications should include the following:

- Cover Letter;
- Curriculum Vitae;
- Copies of academic transcripts and other relevant professional certificates (please provide English translation if applicable); and
- Two reference letters

For further inquiries, please contact Executive Secretary, Dr. Dae-Yeon Moon ([dymoon@npfc.int](mailto:dymoon@npfc.int)) or Executive Assistant, Ms. Yuko Takamiya ([ytakamiya@npfc.int](mailto:ytakamiya@npfc.int)), phone: +81-3-5479-8717, Japan.

### **Appointment procedures**

The vacancy will close on **12 May 2021** and a short list of three applicants will be interviewed on **19 May 2021** at the time and place which will be informed personally to the three applicants. The successful applicant will be expected to take up the position preferably during June 2021.

The successful candidate shall undergo a probation period of 6 months.

### **Location of the NPFC Secretariat:**

2<sup>nd</sup> Floor Hakuyo Hall, Tokyo University of Marine Science and Technology,  
4-5-7 Konan, Minato-ku, Tokyo 108-8477, Japan

**Deadline for application:** **12 May 2021**