



JOB ANNOUNCEMENT

The Western Pacific Regional Fishery Management Council is launching a novel electronic reporting system in the Pacific Island Territories and is seeking diligent and motivated individuals willing administer this fishery data collection system in partnership with the local fishery management agency.

Position Title: Fishery Electronic Reporting Administrator

Employment Status: Contractual

Employment Duration: One Year

Duties and Responsibilities: 1) Administer registration and training of fishermen and vendors on the use of the electronic self-reporting application; 2) Conduct quality assurance and quality control of data being submitted through the app; 3) Provide 24/7 technical support for fishermen and vendors who have questions regarding the electronic reporting application; 4) Troubleshoot issues with the electronic reporting application and report issues to the project supervisor for correction; 5) Summarize the data collected and conduct dialogue with fishermen and vendors on the data they submitted; 6) Submit monthly report on activities conducted; 7) Communicate to the project supervisor on the progress and issues encountered;

Minimum Requirements: 1) College level education (or High School graduate with college units); 2) Good communication skills; 3) Participant in local fisheries preferred, but familiarity with the local fisheries is acceptable; 4) Skilled in operating smart devices and using computer applications; 5) Skilled in summarizing basic data; 6) Work flexible hours; and 7) Motivated, disciplined and can work with minimal supervision.

Compensation: Commensurate with experience and educational level

If interested, please send a letter of intent and resume to:

Western Pacific Regional Fishery Management Council
Attention: Marlowe Sabater
1164 Bishop Street, Suite 1400
Honolulu, Hawaii 96813
USA

Or email: info@wpcouncil.org

Or fax: 1-808-5228226