Secondment Opportunity for the position of IT and Web Production Officer of the North East Atlantic Fisheries Commission (NEAFC). - Deadline 8 November 2019

The North East Atlantic Fisheries Commission (NEAFC) invites applicants for a Secondment from Contracting Party administrations to the position of NEAFC IT and Web Production Officer. NEAFC is willing to offer the Secondment for a variable period of between 3 months to 1 year.

NEAFC is an Intergovernmental Organisation with Headquarters in London, UK. Its mandate derives from the NEAFC Convention of 1980, as amended. The objective of the Commission is “to ensure the long-term conservation and optimum utilisation of the fishery resources in the Convention Area, providing sustainable economic, environmental and social benefits.”

To fulfil this objective, NEAFC has adopted a number of legally-binding measures. This includes conservation and management measures to ensure the sustainable use of the fishery resources and to safeguard the marine ecosystems in which these resources occur, as well as a variety of monitoring, control and enforcement measures. These measures are supported by IT and web-based functions related to the maternity cover post.

NEAFC’s Contracting Parties are Denmark (in respect of the Faroe Islands and Greenland), the European Union, Iceland, Norway and the Russian Federation.

The IT and Web Production Officer plays a pivotal role in helping support Contracting Parties in ensuring NEAFC’s fisheries management recommendations and in particular its Scheme of Control and Enforcement are properly supported by IT and other communication as well as via the NEAFC website. The Secondment role is being advertised while NEAFC is in the process of introducing its Electronic Reporting System (electronic fishing logbook) which will play an important part in the evolution of the NEAFC system of control and enforcement over the coming years.

The NEAFC Secretariat is a small team, so the ability to work well with colleagues and to be flexible in taking on a variety of tasks at all levels to deliver the work of the Secretariat is important.

This role is offered full time or (at a minimum) 80% part time. Detailed practical arrangements regarding the Secondment will be agreed through the Secondee applicant’s current employer.
Summary description of the position

The IT and Web Production Officer’s functions during the Secondment period will include the following:

- To troubleshoot data issues experienced by Fisheries Monitoring Centres (FMC) reporting according to the Scheme via the NEAFC Vessel Monitoring System (VMS) & HTTPS communications network;
- To make sure the services (documents, inspectors, Port State Control (PSC)) offered on the NEAFC website continue to be useful, up to date and function well and that any changes are well communicated to users;
- Subscribe users to the NEAFC website according to access control policies;
- Work closely with the Monitoring, Control and Surveillance Officer in dealing appropriately with enquiries/correspondence from Fisheries Monitoring Centres (FMC) in Contracting Parties and their Flag States as needed;
- Managing the IT services via a provider to ensure Secretariat HQ and the office functions smoothly and requirements by Contracting Parties in terms of meeting and administrative support is delivered;
- Managing other external IT service providers to ensure the smooth running of other cloud-based IT services;
- Support committees and working groups in developing the VMS and the proposed Electronic Reporting System (ERS) and communicating changes accurately to service providers;
- Deliver effective support to Chairs of working groups dealing with data, communication, IT, and information security issues and other intersessional work, including guidance, preparation, documents, support to discussions, and meeting reports;
- To deliver with Contracting Parties a functional Electronic Reporting System (ERS) to agreed quality and timelines;
- Work closely with the Information Technology & Systems Development Officer to meet the IT related goals of NEAFC;
- Supporting colleagues in monitoring and accounting for IT spending.
• Supporting Port State Control (PSC) system developments;
• Communicating changes to the PSC system across the network and answering help requests from official and commercial users;
• Forecast the cost of developing and maintaining NEAFC Secretariat IT services, the NEAFC website and reporting systems so they continue to suit the budget and purposes of the Contracting Parties and meet the requirements of the existing work of the organisation;
• Preparing Scheme letters as appropriate for distribution;
• Other tasks, as instructed by the Secretary.

Principal knowledge /experience required

The successful applicant should have the following:

• Ability to work in HTML and experience of content management systems essential (Drupal specifically, an advantage);
• Knowledge/experience on the operation of a National Fisheries Administration or Regional Fisheries Body;
• Experience/understanding of the North Atlantic Format (NAF) for data transmission;
• Experience of working with Vessel Monitoring Systems; VMS (positions) and Electronic Reporting Systems (ERS or other vessel transmitted information systems);
• A good team player, with good administrative and communication skills;
• A good level of written and spoken English.

Additional knowledge would be advantageous

• Working knowledge XML /PHP/MySQL and knowledge of FLUX;
• Experience of mapping tools and GIS software and experience with google mapping programmes;
• Experience with graphics packages (specifically, Affinity Designer);
• Understanding of networking;
• Understanding of software design, and UML;
• Understanding of information security Issues and a working knowledge of standards and legislation.

Secondment procedure

Interested applicants are encouraged to contact the NEAFC Secretary as soon as possible discuss the details of the position.

For applications, an e-mail should be sent, marked “Personal and Confidential” and must be e-mailed no later than **Friday 8 November 2019** to the following address: **info@neafc.org**.

The Email should include the following (in English):

• A covering letter expressing your interest in the role and the qualities you offer that you think are important for the job;
• Curriculum Vitae including all the relevant information to assess against the above applicant knowledge and experience;
• Confirmation on the Secondment from your administration is not required at this stage, but can be provided in principle if already discussed with your current employer.

All respondents will be considered, and a shortlist will be established. Shortlisted candidates will then be requested to obtain confirmation (if not already provided) from their national administrations on their suitability for the post and if a secondment is possible. Interviews may be held if necessary.