

COMISION INTERAMERICANA DEL ATUN TROPICAL (CIAT) INTER-AMERICAN TROPICAL TUNA COMMISSION (IATTC)

Vacancy Announcement

Data processor for the Inter-American Tropical Tuna Commission (IATTC)

The Inter-American Tropical Tuna Commission (IATTC) invites applications for the position of Data Processor. This is a full time appointment to work at the headquarters of this international organization, located in La Jolla, California, U.S.A.

The IATTC is the regional fisheries management organization responsible for the implementation of the 2003 Antigua Convention, the object of which is to ensure the long-term conservation and sustainable use of the stocks of tunas and tuna-like species and other species of fish taken by vessels fishing for tunas and tuna like species in the eastern Pacific Ocean. The IATTC employs a scientific staff that operates under the supervision of the Director of the Commission and of its Coordinator of Scientific Research. The functions of the scientific staff are defined in article XIII of the Convention and include, among others, conducting scientific research, providing information and scientific advice and collecting statistical data. More information about the IATTC can be found at www.iattc.org.

Duties of the selected applicant will be to assist in the processing of data collected by the IATTC, as well as other support activities. These activities may include, among others:

- Assist in data entry and processing of information provided by observers regarding potential compliance issues and maintain the corresponding database.
- Assist in data entry and processing of information provided by observers regarding tuna tracking issues and maintain the corresponding database.
- Assist the bycatch and database heads of program in editing observer provided information on possible compliance issues and maintain the corresponding database.
- Assist in the entry and processing of data collected by field office staff in the logbooks of tuna vessels.
- Assist in the entry and processing of size frequency sampling data collected by field office staff.
- Assist in administrative tasks related to the aforementioned duties.

Selection Criteria

Ideal candidates would possess the following skills and attributes:

- Experience in observing fishing operations.
- Experience as observer on board purse seine vessels operating in the eastern Pacific Ocean.
- Experience in collecting fishing-related data (size frequency measurements, fishing logs etc.)
- Proficiency in MS Excel and Word; knowledge of Access is desirable.
- Willingness to work in an office setting, primarily with computer databases and associated computer programs.
- Willingness to learn new skills, especially related to data processing.
- Good communication skills, both oral and written.
- Ability to communicate and write in Spanish and English.

Desirable qualities

- Bachelor of Science or higher degree on the Science field, preferable biology.
- Detail-oriented and problem-solving.

Salary and benefits

Commensurate with qualifications, skills and experience, with a base salary equivalent to an adjusted US Federal pay grade GS 8:1 or US\$64,267 per year.

Benefits include annual leave with pay, sick leave with pay, medical, dental and life insurance and a defined contribution pension plan.

Availability

The candidate chosen for the post should be available to begin work during July 2024, or as soon as possible thereafter.

Applications

Applications may be submitted in either English or Spanish. Applications should be sent no later than June 15, 2024 in electronic format to tmusano@iattc.org, or to the following address:

Teresa Musano
Inter-American Tropical Tuna Commission
8901 La Jolla Shores Drive,
La Jolla CA 92037-1509
USA

Applications should include the following:

- A cover letter containing a statement of purpose of the application and succinct descriptions of the applicant's experiences and abilities.
- Curriculum Vitae – if useful to the applicant, this can follow the standard format of the UN Food and Agriculture Organization (<http://www.un.org/Depts/OHRM/guidenew.htm>)
- Official copy of transcripts and college degree.
- Letters of reference from persons with a recent knowledge of the applicant's character, qualifications and experience.
- A health certificate or statement issued by a competent medical doctor indicating that the candidate is physically able to perform the functions of the position as described in this announcement, or is otherwise in good health.
- A statement as to whether or not we may contact your current supervisor.
- List any training courses, special skills, certificates and licenses, honors, or awards that relates to the specific description of this announcement. Please do not include copies of certificates.

Additional Information

Please consult the IATTC website at www.iattc.org for complete information on IATTC duties and the application process.