

COMISION INTERAMERICANA DEL ATUN TROPICAL INTER-AMERICAN TROPICAL TUNA COMMISSION

8901 La Jolla Shores Drive, La Jolla CA 92037-1509, USA – www.iattc.org
Tel: (858) 546-7100 – Fax: (858) 546-7133 – Director: Guillermo Compeán

Vacancy Announcement Systems Administrator for the Inter-American Tropical Tuna Commission (IATTC)

The Inter-American Tropical Tuna Commission (IATTC) invites applications for the position of Systems Administrator. This is a full-time appointment based 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 objective 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.

The selected applicant will work as part of the IATTC Data Group. Duties of the selected applicant will be:

- Manage the on premises hardware and software backend systems, consisting mainly of Dell hardware and Microsoft software products.
- Manage an ongoing transition to, and the full adoption of, Office 365 cloud based services for all staff.
- Supervise and work with an IT Specialist to provide user support and monitor the above systems and services, as well client systems all other IT resources.
- Communicate with the staff on a regular basis to evaluate the need for changes to IT resources, and communicate with the Head of the Data Group and his superiors, as directed, to plan and implement these changes.
- Prepare and manage an annual budget for IT expenses for consideration by the Coordinator of Scientific Research and Executive Officer.
- Perform other IT support activities as appropriate and required.

Selection Criteria

A bachelor's or higher degree in a relevant field, such as Information Technology, and experience in the management of IT facilities like the IATTC's. Experience in using and managing Office 365 cloud services.

Candidates should possess the following skills:

- Experience with the use and administration of SharePoint, Exchange Server, SQL Server and System Center components.
- Proficiency in the use of programming and scripting languages used to manage the above systems, especially PowerShell.
- Willingness to develop new skills and learn new technologies.
- Creativity to adapt current methods or develop new methods as required to solve problems.
- Strong inter-personal skills and experience working as a part of a team, as well as working independently.
- Excellent communication skills, both oral and written.
- Working knowledge of English and/or Spanish. Fluency in both languages, written and oral, will be considered as an asset.
- Willingness to work in an office setting, and willingness to travel when necessary.

Other desired skills:

- Web development experience using ASP.Net tools.
- Familiarity with the use of, administration and development of web sites using the Kentico CMS.

Salary and Allowances

Commensurate with qualifications, skills, and experience. The base salary for an applicant with a bachelor's degree will be equivalent to an adjusted US Federal pay grade GS 13:1 (US\$ 103,483 per year).

Allowances include annual leave with pay, sick leave with pay, medical, dental and life insurance and a defined contribution pension plan providing a base contribution of 8% plus a matching component of up to 4% for a total possible employer contribution of 12%.

Other incentives

The IATTC offers a balanced and casual work environment in a modern facility at a very attractive location. The staff includes nationals from various countries who share a rich cultural diversity. Most have been with the organization for a considerable part of their careers, and enjoy a number of recreational activities to which the surrounding region is very well suited due to its climate and geographical diversity.

Availability

The candidate chosen for the post should be available to report at IATTC headquarters in June 2018, or as soon as possible thereafter.

Applications

Applications may be submitted in either English or Spanish and should be sent no later than June 16, 2018 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 – preferably the applicant should fill, electronically or in hardcopy, the IATTC personal history form that can be accessed at [http://www.iattc.org/Staff Vacancies - IATTC Personal History Form.pdf](http://www.iattc.org/Staff_Vacancies_-_IATTC_Personal_History_Form.pdf)
- Official copy of transcripts and college degree.
- List of training courses, special skills, certificates and licenses, honors, or awards that relate to the specific description of this announcement. Please do not include copies of certificates.
- 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 the applicant's current supervisor may be contacted.

Additional Information

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