

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

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## Vacancy Announcement

### Administrative Assistant for the Inter-American Tropical Tuna Commission (IATTC)

The Inter-American Tropical Tuna Commission (IATTC) invites applications for the position of Administrative Assistant. This is a full-time appointment based at the headquarters of this international organization in La Jolla, California, USA.

The IATTC is a regional fisheries management organization responsible for ensuring the long-term conservation and sustainable use of tuna and tuna-like species in the eastern Pacific Ocean. Its scientific staff operates under the leadership of the Director and the Coordinator of Scientific Research. More information about the IATTC and the [Antigua Convention](#), which governs the Commission's functions, can be found at [www.iattc.org](http://www.iattc.org).

#### Key Responsibilities

The selected applicant will work with the Assistant to the Director and under her direct supervision. The work and duties of this position will include, *inter alia*, providing administrative and clerical support in ensuring the efficient operation of the Secretariat. It may involve having to travel occasionally to support meetings, events or other organizational activities.

The key responsibilities of the position are:

- Coordinate and manage daily office operations and administrative procedures
- Schedule and coordinate appointments, meetings, and travel arrangements
- Prepare, edit, and format correspondence, reports, and presentations
- Maintain organized filing systems, databases, and office records (both electronic and physical)
- Manage incoming calls, emails, and other communications in a professional manner
- Assist with the planning and coordination of internal and external meetings or events
- Monitor office supply levels and place orders as needed
- Provide administrative support to accounting and human resources functions, including expense tracking and onboarding documentation, other departments if required
- Provide logistical and administrative support during meetings and events, including occasional travel when required

#### Selection Criteria

The applicant must have, as a minimum, a high school diploma. An associate or bachelor's degree is preferred as well as relevant work experience, administrative assistant or in a similar administrative role.

Preferred skills include:

- Strong organizational, communication, and time-management skills
- Capacity of managing multiple tasks in a fast-paced environment while maintaining a high level of accuracy and discretion
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, and Access)
- Ability to prioritize tasks, manage multiple deadlines, and to work independently
- High attention to detail and strong problem-solving abilities.

### **Desirable Qualifications**

- Working knowledge of English is required; proficiency in Spanish or fluency in both languages is an asset.

### **Salary and Allowances**

Base salary: \$55,000 per year.

Benefits include paid annual leave, sick leave, medical, dental, and life insurance, and a defined contribution pension scheme.

### **Availability**

If selected, the candidate will begin work in June 2026, or as soon as possible thereafter. Interviews are expected to be scheduled during May 2026 and once complete, a candidate will be selected.

### **Applications**

Applications should include the following:

- A cover letter outlining the applicant's purpose and relevant experience.
- 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/StaffVacancies/IATTCPersonalHistoryForm.pdf>
- 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.
- List of persons with a recent knowledge of the applicant's character, qualifications, and experience.
- The selected candidate will be required to provide a health certificate confirming good health and the ability to physically perform the functions of the position
- A statement as to whether the applicant's current supervisor may be contacted.

Applications must be submitted in electronic format to Teresa Musano ([tmusano@iattc.org](mailto:tmusano@iattc.org)) no later than 1 May 2026.