

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, which are 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 main objective of which is to ensure the long-term conservation and sustainable use of the fish stocks covered by the Convention. 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 Collection and Database Program. Duties of the selected applicant will be:

- Assistance in management of the various international activities for which the IATTC is responsible.
- Assist in the data entry and processing of observer provided information on possible compliance issues and maintain the corresponding database.
- Assist in the data entry and processing of observer provided information on tuna tracking issues and maintain the corresponding database.
- Assist in the data entry and processing of data collected by field office personnel on logbooks from tuna vessels.
- Assist in the data entry and processing of length frequency sample data collected by field office personnel.
- Assistance in clerical duties related to the tasks listed above.

Selection Criteria.

Ideal candidates would possess the following skills and attributes:

- 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.

Desirable qualities.

- Ability to communicate and write in the Spanish and English languages.

Salary and Allowances.

Commensurate with qualifications, skills and experience, with a base salary equivalent to a GS 8:01 or \$57,934 per year.

Allowances 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 October 2021, or as soon as possible thereafter.

Applications.

Applications may be submitted in either English or Spanish. Applications should be sent no later than September 30, 2021 in electronic format to tmusano@iattc.org.

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 <https://www.iattc.org/StaffVacancies/IATTC-Personal-History-Form.pdf>
- 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.