

## **Vacancy Announcement**

### **Information Technology Coordinator-Senior Systems Administrator for the Inter-American Tropical Tuna Commission (IATTC)**

The Inter-American Tropical Tuna Commission (IATTC) invites applications for the position of Information Technology Coordinator - Senior 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](http://www.iattc.org).

The staff's research activities defined under the [Strategic Science Plan](#) are divided among four programs: Stock Assessment, Ecosystem and Bycatch, Biology, Data Collection and Database. The selected applicant will work as part of the IATTC Data Collection and Database Program.

#### **Functions and duties**

The selected applicant will lead and coordinate the architecture, infrastructure, corporate IT/network and system security of the Commission. Duties of the selected applicant will include:

- Manage and monitor all hardware, software and related services for 50+ users in the IATTC main office. This includes the management of Microsoft platforms (Windows, Office 365, Teams, Exchange, Active Directory, SharePoint, Azure).
- Maintain and design architecture of new and current IT systems (reliability and scaling).
- Plan and provide network services including VPN, routing, information security and cybersecurity for hardware and infrastructure.
- Create and maintain detailed technical and user documentation.
- Work closely with the data group to assure administration of MS-SQL and IIS environments.
- Ensure technology practices and processes adhere to regulatory standards and best practices.
- Ensure performance and reliability of the systems and software including disaster recovery.
- Maintain software licenses and hardware support including annual Web site certificates. Act as focal point for vendor management, technical consulting and contracts.
- Anticipate future needs for software, hardware and infrastructure. Make recommendations for hardware/software purchases.

- Prepare a yearly budget with anticipated IT related expenses, taking into consideration the life span of hardware. This includes planning and oversight of software upgrades and security updates for servers and user desktop/laptop equipment as needed.
- Implement the setup of audio/visual equipment for IATTC meetings occurring in or near the main office, including Virtual meetings. Provide internal support and troubleshooting to IATTC staff.

## **Selection Criteria**

A bachelor's or higher degree in computer technology, or equivalent experience in IT management, and 10+ years of experience in the use, management, customization and support of Microsoft platforms and Office 365 services.

- Candidates should possess the following skills: Strong skills in deploying, securing, troubleshooting, tuning and maintaining enterprise-level systems including: e-mail servers, web servers, database servers, DNS servers, file and print servers, backup/recovery solutions and firewalls.
- Experience balancing tech debt and new development. Track record of successfully retiring legacy technologies.
- Comprehensive experience in the use, development for, customization and support of a variety of Microsoft products including Windows Server, Active Directory, Azure Active Directory, Microsoft 365 Admin Center, Exchange Admin Center, Teams Admin Center, and SharePoint Admin Center, System Center Data Protection, System Center Configuration Manager, System Center Virtual Machine Manager, SonicWall VPN, IIS, DNS, SQL server and Firewall configurations and other services. Working knowledge of English and/or Spanish. Fluency in both languages, written and oral, will be considered as an asset.
- 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.

Other desired skills:

- Technical certifications (Microsoft, networks).
- Ability to understand and communicate with technical and non-technical stakeholders.
- Willingness to develop new skills and learn new technologies.

## **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 11:1 (US \$83,788 per year), or higher based on experience and suitability for the position.

Allowances include annual leave with pay, sick leave with pay, medical, dental, 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 citizens 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 on July 1, 2023 or as soon as possible thereafter.

### **Applications**

Applications may be submitted in either English or Spanish and should be sent no later than April 15, 2023 in electronic format to [tmusano@iattc.org](mailto: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 <https://www.iattc.org/StaffVacancies/IATTCPersonalHistoryForm.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](http://www.iattc.org) for complete information on IATTC duties and the application process.