**FAC 4 – INF 02**
**VMS and IT Manager**
Secretariat

For the year 2017-18, the Secretariat has budgeted for an additional, locally recruited, staff member, the VMS and IT Manager. This staff member would fulfil essential IT tasks at the Secretariat, which are currently outsourced, as well as serve as SPRFMO's VMS Manager.

(a)     Once the SPRFMO VMS will be up and running, the Secretariat will be tasked with additional responsibilities, independently of whether the VMS hardware will be hosted internally or externally. The VMS information has to be summarised, evaluated and reported to the Commission.

(b)     IT is an extremely important area for a global organisation where communications depend on functional computers, software and internet connections. It is currently a challenge for the Secretariat to ensure the smooth running and cost-effective IT solutions using external services only, especially when trying to keep the costs at a minimum.

The following description provides more detail of the tasks and responsibilities of a SPRFMO IT and VMS Manager:

1. **VMS administration:**

- Monitoring the information received through the SPRFMO VMS
- Assisting in the extraction and analysis of VMS data
- Liaising with the VMS software provider regarding SPRFMO requirements and database updates
- Communicate with national Fisheries Monitoring Centre and SPRFMO inspectors on any issues regarding the VMS

2. **Management of the Secretariat's information technology:**

- Installation and maintenance of computer hardware including servers
- Solving IT problems
- Purchasing and installation of software
- Providing advice regarding appropriate and up-to-date IT hardware and software

3. **Database and web support:**

- Liaise with contractors to ensure the compatibility of different databases in use by the Secretariat
- Support the Data Manager with the compilation, processing and dissemination of fishery data
- Support the Secretariat with technical aspects of its web presence, e.g. setting up discussion fora, password-protected pages, archives etc.

4. **Other responsibilities:**

- Provide IT services at SPRFMO meetings, e.g. manage internet access, meeting server and assist delegates with IT related issues
- Assist the Secretariat with general tasks, e.g. dissemination of information, organisation of meetings, logistical tasks, communication, etc.
- Perform any other tasks requested by the Executive Secretary