

April 2011



**GENERAL FISHERIES COMMISSION FOR  
THE MEDITERRANEAN**

**COMMISSION GÉNÉRALE DES PÊCHES  
POUR LA MÉDITERRANÉE**



**GENERAL FISHERIES COMMISSION FOR THE MEDITERRANEAN**

**Thirty-fifth Session**

**Rome, Italy, 9-14 May 2011**

**DUTIES AND RESPONSIBILITIES OF A DATA COMPLIANCE  
MANAGER WITHIN THE GFCM SECRETARIAT\***

**\* Available in English only**

### **Duties and Responsibilities**

Under the general supervision of the GFCM Executive Secretary and the direct supervision of the Deputy Executive Secretary, the incumbent will be responsible of the flow management, including quality control and processing, of data submitted by GFCM members in compliance with the GFCM reporting requirements policy.

#### Specific duties will include:

- Be responsible of the flow management, transmission process and quality check of the data submitted by GFCM Members in fulfillment of their related obligations specified in the GFCM decisions;
- Manage lists of vessels established according to the relevant GFCM decisions;
- Interact with GFCM Members data producers and assist in the compliance with data exchange formats of the GFCM;
- Undertake the content and quality management of data and information available on GFCM and related web-portals through regular monitoring of their functioning, updating of the contents as well as monitoring, editing and updating of all online forms, together with periodical release the SIPAM Alert Email for aquaculture information and data dissemination;
- Contribute to the preparation of the documentation related to the status of data and information submissions by members and management of GFCM fisheries and aquaculture databases;
- In close collaboration with the GFCM programmer, contribute to the maintenance and management of the GFCM regional databases and monitor/control the access to the GFCM information systems in compliance with the GFCM data confidentiality policy and procedures;

- Contribute to the releasing of fisheries and aquaculture statistics, information and reports to be used by the Commission and the Compliance Committee (CoC);
- Maintain the data stored in the fisheries and aquaculture databases and the web-portals of the projects in support to the activities of the GFCM Subsidiary bodies of SAC and CAQ;
- Contribute to the production of data and information material;
- Undergo ad hoc training as required.

#### **Qualifications and Experience - Essential**

- University Degree in Statistics, Economics, Fisheries or Aquaculture Science;
- Three years of experience in the field of data compliance, namely data flow management, data exchange formats, data graphical representation, databases and information systems managing within international organization or similar;
- Experience in drafting documents and releasing reports;
- Creative thinking, drafting, communication, organizational and teamwork abilities within an international context;
- Demonstrated ability to work under pressure and to organize the workload in a deadline driven environment;
- Good computer skills and database proficiency;
- Excellent working knowledge of English with limited knowledge of French.

#### **Qualifications and Experience - Desirable**

- Experience in interacting with data producers for data exchanging formats and in assisting maintaining and managing regional databases within international organization or similar;
- Experience in economic and catch data processing and in content/quality management of online data and information;
- Strong computing (office automation, data elaboration, data visualization and dashboarding) and database skills together with extent of experience in web content management.