

Science Manager Position Description

1. Nature of Duties

1.1. Broad Job description

The Science Manager is responsible for ensuring that the scientific advisory needs of the Commission are delivered.

In particular, the Science Manager assists the Scientific Committee (SC) in its functions as per Article 10 of the [SPRFMO Convention](#):

- plan, conduct and review scientific assessments of the status of fishery resources;
- provide advice and recommendations to the Commission and its subsidiary bodies;
- encourage and promote cooperation in scientific research and,
- provide other scientific advice to the Commission and its subsidiary bodies as it considers appropriate, or as may be requested by the Commission.

The Science Manager supports Members in the coordination and implementation of the Scientific Committee Multiannual Workplan adopted by the Commission, analyses the data collected and exchanged through the relevant CMMs (particularly CMMs 02 (Data Standards), 13, 14 (exploratory fisheries) and 16 (Observer Programme)) and is responsible for the Science area of the SPRFMO website.

The Science Manager reports to the Executive Secretary, working in close cooperation with the Data Manager, Compliance Manager and the Chairperson of the Scientific Committee.

The duties require occasional travel to participate in annual SPRFMO meetings, meetings of the SC and its working groups, other approved scientific related meetings (e.g., IGO, NGO), and to respond to SPRFMO Member and CNCP requests as required.

1.2. Key functions

1. Lead the scientific work of the SPRFMO Secretariat providing support to the Scientific Committee and its Chairperson, and guidance and technical support to the staff and SPRFMO Members on scientific matters;
 - i. Organise, coordinate and support intersessional working group activities and produce the associated reports;
 - ii. Support the planning and conduct of stock assessments of SPRFMO species, including the provision of clean datasets for stock assessments and other SC activities.
 - iii. Develop and advance analytical work to support the Multiannual Scientific Committee Workplan and the ongoing work and objectives of the Working Groups
 - iv. Source additional funding to advance the SC Workplan
 - v. Project manage and oversee grants that support scientific research in SPRFMO.
2. Leading the science related work approved by the Commission, particularly as:
 - i. Observer Programme Coordinator focusing on the accreditation process, the annual reporting on the progress towards the objectives of the CMM16 and the analysis of the Observer data ensuring that the best information is timely available for the Scientific Committee;
 - ii. A point of contact for other Science programmes of relevance to SPRFMO while promoting and encouraging cooperation in scientific research;



- iii. Providing scientific expertise to the Commission and its subsidiary bodies as they consider appropriate, or as may be requested by the Commission
 - iv. Supporting the Implementation of the Multiannual Scientific Committee Workplan; and
 - v. Following up on recommendations contained in the Scientific Committee Report.
3. Organises and attends Scientific Committee and working group meetings, assists the Chairpersons of the SC and its working groups and produces meeting reports;
 4. Manage contracts and contractors of science related service providers, and from time to time supervises interns and secondees;
 5. Evaluate, analyse and report scientific data collected and exchanged through relevant CMMs, contained in databases or obtained during the normal course of Secretariat operations;
 6. Draft scientific background material and communicates on the results of the science related work;
 7. Advise the Executive Secretary on all science related matters;
 8. Liaise with the SPRFMO Data Manager to ensure the timely availability of data required for scientific processes;
 9. Enhance SPRFMO's reputation through effective leadership, evolving process improvements and using innovative approaches to meeting fisheries science outputs;
 10. Communicate science related matters to SPRFMO Members, CNCs and externally, through presentations at conferences, seminars, workshops, etc;
 11. Maintain domestic and international situational awareness of fisheries science and fisheries management environments and trends;
 12. Build and maintain international science networks (e.g. with science officials in other relevant RFMOs and IGOs), including through the development and implementation of formal cooperation arrangements.

2. Eligibility

Any discrimination based on any grounds such as sex, race, colour, ethnic or social origin, religion or belief, political or other opinion, membership of a national minority, property, birth, disability, age, or sexual orientation is prohibited.

2.1. Minimum Requirements

1. Qualifications: Advanced university degree in a relevant field, such as, but not exclusively, biology, fisheries science, fisheries management, marine science, environmental science, oceanography, or statistical analysis.
2. Experience: Minimum 8 years' full-time professional experience, of which at least 5 years in a field related¹ to the duties described above. The professional experience may have been gained, for example, in the national and/or regional administrations, international organisations and/or bodies, academia, research institutes, industry, non-governmental organisations or as a self-employed activity.
3. Communication skills: Excellent interpersonal and written and oral English communication skills, tailored to a range of audiences, from specialised to non-technical and non-native English speakers.
4. Computer skills: Ability to manage, process and analyse scientific and fisheries data using standard computing tools (e.g., Excel, R). Experience with statistical or data-analysis environments, data quality control (e.g., validation and consistency checks), and producing clear figures and reports (e.g., ggplot2). Competence with collaborative platforms (e.g., Microsoft Teams) and routine website content updates (e.g., SharePoint, basic HTML). Significant proficiency in the use of Microsoft office suite of tools (including Word, Excel,

¹ Science-based work in a relevant field, such as applied fisheries conservation and management, marine biology, marine environment, environmental sciences, oceanography, environmental management, modelling, mathematics and/or statistics in a relevant domain and fisheries technology.



PowerPoint, Outlook).

5. Teamwork and time management: The ability to multitask and deliver on time under pressure, while working flexibly and supportively in a small team environment.

2.2. Desirable Requirements

1. PhD in a relevant field.
2. Proficiency in an official language of a SPRFMO Member other than English.
3. Experience working in the field of fisheries management, including operational and/or policy roles.
4. Experience with observer programmes and their management.
5. Experience in regional (international/multi-national) fisheries management and/or fisheries science.
6. Experience in contract, budget management, and/or financial administration.
7. Advanced skills in scientific programming and reproducible workflows (e.g., Git/GitHub, Quarto/Markdown, Jupyter). Experience with relational databases and data systems (e.g., PostgreSQL), data visualisation (e.g., Shiny), and web tools (e.g., HTML/CSS).
8. Familiarity with analytical or modelling tools used in stock assessment (e.g., ADMB, R-TMB) and with automated, well-documented computational workflows.
9. Working knowledge of the development and application of RFMO science and regulatory frameworks, e.g., Conservation and Management Measures.

3. Selection process

In order to assess and compare objectively and impartially their qualifications, professional experience and knowledge of languages, shortlisted candidates will be invited for an interview in English.

The SPRFMO Executive Secretary will carry out the selection based on the qualifications and professional experience of the candidates.

The Executive Secretary reserves the right of not making a job offer to anyone if the applicants are not considered suitable.

4. Type and Duration of Contract

4.1. General Terms

The successful candidate will be offered a five-year contract, with the possibility of further appointment, unless otherwise decided by the Commission.

The position is based in Wellington, New Zealand and the successful candidate is required to relocate to the Wellington region.

It is desirable to commence the appointment during June or July subject to mutual agreement.

An offer of Appointment will be provided to the successful candidate. The appointment will be subject to the SPRFMO Staff Regulations applicable to the Professional Category (see Staff Regulation 5).

The duties and responsibilities will be those in Section 1 Nature of Duties.

4.2. Salary

SPRFMO will provide a salary equivalent to a P2-Step 1 of the Salary scale for the United Nations Professional Category. The Secretariat levies from all staff salaries a Staff Assessment which is at the UN rate. See [ICSC: UN Compensation Package Portal](#).



Staff subject to national income tax are reimbursed tax paid on their salary where the direct costs of reimbursement are paid by the employee's home country, or the Staff Assessment is otherwise not levied (Staff Regulation 6.5).

4.3. Leave and Benefits

Details regarding dependants allowance, rental subsidy, relocation expenses, annual leave, holidays and sick leave entitlements are detailed in the [Staff Regulations](#) and [UN Salaries and Allowances Booklet](#). They include entitlements to paid annual leave at the rate of two and half workdays per month (30 days per year), the 12 public holidays recognised for Wellington, as well as 10 paid days of annual sick leave.

The Commission shall pay two-thirds of the proven cost of medical insurance cover for employees and their dependants (including spouse), and life and disability insurance cover for employees; and pay two-thirds of the total contributions to a retirement fund, up to the maximum percentage applying from time to time in the United Nations Secretariat.

4.4. Other stipulations

Flexibility of working hours, including for virtual meetings across time zones, and occasional international travel is required.

The successful candidate will be required to provide a satisfactory police criminal record check and undergo medical examination prior to appointment, in order to ascertain whether he/she is able to perform the full range of duties.

The acquiring of medical insurance is mandatory for internationally recruited staff who are not eligible for coverage from New Zealand's public health system.