



Commission for the Conservation of Southern Bluefin Tuna Compliance Manager – Position Description

The Commission for the Conservation of Southern Bluefin Tuna (CCSBT) is an intergovernmental organisation responsible for the global conservation and management of southern bluefin tuna. The Secretariat is located in Canberra, Australia and works on behalf of its eight Members to ensure, through appropriate management, the conservation and optimum utilisation of southern bluefin tuna.

As part of a small professional team, the Compliance Manager will participate in most aspects of the work of the Secretariat. This includes preparation for and participation at relevant international meetings, preparation of meeting reports, maintaining and monitoring of CCSBT compliance systems, and other tasks as required.

The Compliance Manager will report to the Executive Secretary and will work closely with the Database Manager. The Compliance Manager's primary duties will include:

- Provide the Compliance Committee and Extended Commission with compliance policy and planning advice.
- Administer the CCSBT Catch Documentation Scheme (CDS), including: managing the flow and processing of information; quality control; reconciliation of CDS documents; follow up with Members/CNMs/OSECs¹; seeking and maintaining cooperation of non-members; and reporting.
- Administer the CCSBT Transshipment Monitoring Program.
- Maintain the system for reporting of initial quota allocations and final catches by vessel/company.
- Monitor compliance with CCSBT Conservation and Management Measures.
- Produce comprehensive analyses and information reports to Members and the Compliance Committee.
- Provide advice and assistance to Members, CNMs and OSECs in relation to CCSBT compliance requirements.
- Liaise with compliance professionals from other RFMOs and compliance-related networks.
- Develop proposals to improve the efficacy of CCSBT's compliance systems and performance.

In making an appointment, the CCSBT will be guided by the following selection criteria and the nature of the duties:

- High level personal motivation, and superior interpersonal and team player skills.
- Sound knowledge of fisheries management and compliance policy and practices.
- Extensive policy development and advice skills.
- Excellent critical reasoning and sound decision-making skills.
- Quantitative and qualitative analytical skills.
- Well-developed planning and job management skills.

¹ Other States/Entities Cooperating with the CDS.

- Excellent English written and oral communication skills. Knowledge of Japanese would be an advantage.
- Excellent report writing and presentation skills.
- Good information/data management skills. Experience with SQL and querying relational databases would be an advantage.
- Systems and process development and implementation skills.
- Experience at international meetings.
- Appropriate tertiary qualifications.

The appointment will be for a term of three years with the possibility of renewal, subject to the approval of the Executive Secretary. The position is graded as P-4 on the United Nation's (UN) professional salary scale. The UN salary scale is in US dollars and adjustment mechanisms are used to moderate fluctuations in exchange rates and the cost of living. Depending on the appointee's nationality and Australian residency status, this salary is either tax exempt or arrangements are usually made to pay the income tax on the appointee's behalf. Allowances are paid for removal expenses, installation costs, repatriation costs, superannuation, dependents and other expenses where applicable.

Applications must include a covering letter and CV, which clearly demonstrate the candidate's suitability for the role as defined by the selection criteria. Candidates must also provide two Letters of Reference that include the names and contact details of both referees. Applications should be sent directly to the Executive Secretary (dvallieres@ccsbt.org) by **12 April 2024**.

Basic documents relating to the CCSBT, including [staff regulations](#), are available on the CCSBT website at www.ccsbt.org.

For further information, please contact the Executive Secretary.