



North Pacific Fisheries Commission

## Vacancy Announcement

### COMPLIANCE MANAGER

The North Pacific Fisheries Commission (NPFC) invites applications for the position of Compliance Manager. The appointment will be for a term of four years, commencing 1 July 2026, with the possibility of further appointment.

The Compliance Manager reports to the Executive Secretary regarding fisheries compliance matters of the Commission. The Compliance Manager is required to participate in most aspects of the work of the Secretariat, including the preparation for and attendance (if applicable) of relevant international meetings.

The Compliance Manager's primary duties include:

- Coordinate and oversee overall management of the Commission's monitoring, control and surveillance (MCS) activities
- Monitoring systems and databases (vessel registry, vessel monitoring system, transshipment, transshipment observer program) to identify and resolve irregularities
- Prepare analyses and reports for Members' consideration regarding compliance with conservation and management measures adopted by the Commission (e.g., Compliance Monitoring Report (CMR), report on transshipment, Vessel Monitoring System (VMS), etc.)
- Engage with other relevant regional and governmental agencies and organizations involved in fisheries MCS
- Provide the TCC Chair, the Technical Compliance Committee (TCC), and TCC subsidiary bodies with secretariat service and support including preparations for and attendance at relevant intersessional meetings and the annual TCC meeting
- Provide technical advice and assistance to Members and Cooperating Non-Contracting Parties on the effective implementation of and compliance with the conservation and management measures
- Other duties as required by the Executive Secretary

**BACKGROUND:** The NPFC is a regional fisheries management organization, comprised of nine Members, established with the entry into force of the Convention on the Conservation and Management of High Seas Fisheries Resources in the North Pacific Ocean (NPFC Convention) on 19 July 2015 and headquartered in Tokyo, Japan. The NPFC is responsible for implementing the objectives and principles of the NPFC Convention. The Convention's

primary objective is to ensure the long-term conservation and sustainable use of fisheries resources in the Convention Area while protecting the marine ecosystems of the North Pacific Ocean in which these resources occur. For further information on NPFC, please refer to the following link: <https://npfc.int>.

## **Selection Criteria**

### **Essential Qualifications**

- University degree
- At least 10 years of experience in the fisheries management and/or compliance sector
- Extensive experience in project management, including project development, delivery, monitoring and evaluation
- Experience in data management and analysis
- Experience in international fisheries management and/or Regional Fisheries Management Organizations
- Excellent communication skills both in spoken and written English including the ability to clearly compile and present reports on complex data to the TCC and Commission

### **Asset Qualifications**

- An advanced degree (Masters or PhD) in a relevant field
- Fluency in another language used by NPFC Members
- Extensive experience in data management and analysis

### **Abilities – assessed in interview and reference check**

- Interpersonal skills
- Ability to work with diverse stakeholders and organizations
- Results oriented and self-directed
- Manage and meet multiple inflexible deadlines

## **Salary and Benefits**

The NPFC Staff Regulations set the conditions and principles of employment and the responsibilities of the NPFC Secretariat staff and are available on the NPFC website at the link below.

The annual salary is based on the United Nations pay scale, currently at the United Nations P4 with local characteristics. This is under review by the Commission.

For information related to benefits such as home leave, annual leave, sick leave, etc., please refer to the Staff Regulations found at <https://www.npfc.int/npfc-compendium-administrative-documents>.

Payment will be made for moving expenses incurred at the time of the appointment and at the end of the appointment by transporting the successful applicant to/from the Headquarters of the Commission. Moving expenses will be in accordance with United Nations policies (link below).

### **Appointment procedures**

A short list of three applicants will be interviewed virtually by the Executive Secretary and a panel comprised of the TCC Chair and the current Compliance Manager in April-May 2026. For the successful applicant, economy class flights fares from/to the place of residence and other costs associated with travel to take up the position will be reimbursed by NPFC in accordance with UN policy on travel and relocation ([Travel and relocation expenses | Policy Portal](#)). The successful candidate will assume the position of Compliance Manager at a time as mutually decided by the successful applicant and the Executive Secretary, on or around 1 July 2026.

### **Applications**

Applications should be in English language and must be transmitted electronically. Applications must include the following:

- Cover Letter;
- Curriculum Vitae;
- Copies of diplomas and other relevant professional certificates (please provide English translation if applicable);
- Two letters of reference from individuals familiar with their work (who may also be contacted for followup); and,
- Completed self- assessment form (available also as a separate word document).

The successful Candidate needs to be eligible to work in Japan by obtaining an Officials Visa or by them already being resident in Japan. The Secretariat will assist in that process. The successful candidate may be required to submit a certificate of physical health.

For further inquiries, please contact the Executive Secretary, Dr. Robert Day, ([rday@npfc.int](mailto:rday@npfc.int)).

**Location:** Tokyo University of Marine Science and Technology, 4-5-7 Konan, Minato-ku, Tokyo 1008477, Japan

**Please send your application to:**

Executive Secretary of NPFC

E-mail: [rday@npfc.int](mailto:rday@npfc.int)

**Deadline for application: 24 October, 18h00 JST**

### Self-Assessment based on Selection Criteria

<b>Candidate Name:</b>	NPFC Review
<b>Essential Qualifications</b>	
<b>University degree</b>	
Self Assessment: <i>Provide a short description as to how you meet this qualification, including a photocopy of your diploma and suitable translation into English.</i>	
<b>At least 10 years of experience in the fisheries management and/or compliance sector</b>	
Self Assessment: <i>Provide a short description as to how you meet this qualification, supported by your cover letter or resume, and specify the number of years of experience.</i>	
<b>Extensive experience in project management, including project development, delivery, monitoring and evaluation</b>	
Self Assessment: <i>Provide a short description as to how you meet this qualification, supported by your cover letter or resume and specify the number of years of experience.</i>	
<b>Experience in data management and analysis</b>	
Self Assessment: <i>Provide a short description as to how you meet this qualification, supported by your cover letter or resume and specify the number of years of experience.</i>	

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<b>Experience in international fisheries management and/or Regional Fisheries Management Organizations</b>	
Self Assessment: <i>Provide a short description as to how you meet this qualification, supported by your cover letter or resume and specify the number of years of experience.</i>	
<b>Excellent communication skills both in spoken and written English including the ability to clearly compile and present reports on complex data to the TCC and Commission</b>	
Self Assessment: <i>Provide a short description as to how you meet this qualification, supported by your cover letter or resume. This aspect will also be assessed during the interview and any reference check.</i>	
<b>Asset Qualifications – not required but an asset if you possess these qualifications and may be used to screen candidates depending on number of qualified candidates</b>	
<b>An advanced degree (Masters or PhD) in a relevant field</b>	
Self Assessment: <i>Provide a short description as to how you meet this qualification, including a photocopy of your diploma and suitable translation into English.</i>	
<b>Fluency in another language used by NPFC Members</b>	
Self Assessment: <i>Provide a short description as to how you meet this qualification including your level of fluency, supported by your cover letter or resume.</i>	
<b>Extensive experience in data management and analysis</b>	
Self Assessment: <i>Provide a short description as to how you meet this qualification, supported by your cover letter or resume and specify the number of years of experience.</i>	