



## **JOB DESCRIPTION – ICT Expert**

### **Introduction and background**

The Southern Indian Ocean Fisheries Agreement (SIOFA) was signed in Rome on the 7<sup>th</sup> of July 2006 and entered into force in June 2012. To date, SIOFA has ten Contracting Parties, one Participating fishing entity and two cooperating non-Contracting Party.

The objectives of this Agreement are to ensure the long-term conservation and sustainable use of the fishery resources in the Area through cooperation among the Contracting Parties, and to promote the sustainable development of fisheries in the Area, taking into account the needs of developing States bordering the Area that are Contracting Parties to this Agreement, and in particular the least developed among them and Small Island Developing States (SIDS).

This Agreement covers fishery resources including fish, molluscs, crustaceans, and other sedentary species within the area, but excluding highly migratory species (Annex I of UNCLOS) and sedentary species subject to the fishery jurisdiction of coastal states (Article 77(4) of UNCLOS).

The SIOFA Secretariat located in Reunion Island (France) is seeking to recruit an Information and Communication Technologies (ICT) Expert with strong skills in communication technologies and website managements.

Under the supervision of the Executive Secretary, the ICT Expert will manage and populate the SIOFA website, prepare communication documents for the public and SIOFA partners. Within the Secretariat, the ICT Technician will maintain and secure the IT assets (hardware and software) and will provide technical support to the other staff of the Secretariat.



## Application

Applications should be submitted to the SIOFA Executive Secretary by 28 January 2026 to [thierry.clot@siofa.org](mailto:thierry.clot@siofa.org) (copied to [secretariat@siofa.org](mailto:secretariat@siofa.org))

Selected candidates will be interviewed between on 04 February 2026.

Candidates are requested to submit a CV and a cover letter outlining their interest in the role and addressing the selection criteria listed below, copies of their degree certificates, and proof of citizenship.

The successful would take up the position end of February 2026. The successful candidate will be required to supply an acceptable certificate of health and undergo a National Police check before being confirmed in the position.

This is a part-time (60%) position in the General Service Category (ref SIOFA Staff regulation 4 b) <https://siofa.org/about-siofa/basic-documents/staff-regulations>

<b>Job Title</b>	<b>SIOFA Information and Communication Technologies (ICT) Expert</b>
<b>Line Management</b>	The ICT will report to the Executive Secretary (ES).
<b>Working hours</b>	Part-time, 24 hours <sup>1</sup> /week. Flexible working hours may be required for meetings
<b>Salary Grade</b>	For a part time 24 hours per week approx. €1,800 gross monthly salary (depending on experience)
<b>Contract duration</b>	1-year contract (including a 3-month trial period).
<b>Place of Work</b>	APSOI/SIOFA -13 rue de Marseille – 97420 Le Port, île la Réunion, France
<b>Qualification</b>	<ul style="list-style-type: none"><li>• Fluent English (Reading and writing, write-C2)</li><li>• Fluent French (Reading and writing, write-C2)</li><li>• Microsoft 365 Tools</li><li>• Android and PC tools</li><li>• Website creation and maintenance (mastering Drupal CMS would be an advantage)</li></ul>
<b>Summary of Role</b>	<ul style="list-style-type: none"><li>• Ensure SIOFA Secretariat performance with the efficient tools</li><li>• Maintaining SIOFA IT systems, enabling a seamless and efficient working environment, and contributing to the overall success of Secretariat operations</li><li>• Support and manage cloud processes</li><li>• Manage, update, and upgrade the website under the supervision of the Executive Secretary</li><li>• Resolve technical issues, responsible for troubleshooting problems, managing hardware and software configurations, and supporting the onboarding of the Secretariat.</li><li>• The ICT Expert is responsible of the maintenance and update of SIOFA hardware and software assets</li><li>• Advise about information System Security</li><li>• Support on the best practices and develop guidelines relevant to digital communication</li><li>• Manage the structure and the content of the SIOFA Website</li><li>• Adapt the website to new needs and requests from the Secretariat or the Meeting of the Parties</li></ul>

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<sup>1</sup> According with mandatory requirement in French labour regulation



<b>Key Roles &amp; Responsibilities</b>	<p><b>Information Technology Duties:</b></p> <ul style="list-style-type: none"> <li>• Elaborate and implement internal IT related policies (e.g. ISSP)</li> <li>• Maintain the IT hardware used at the Secretariat.</li> <li>• Oversees equipment's purchase and software subscriptions.</li> <li>• Assist SIOFA staff and troubleshoot system and software errors.</li> <li>• Maintain software and other subscriptions (notably Microsoft 365, Exchange and OneDrive).</li> <li>• Manage SIOFA Emails address and emails transmission rules.</li> <li>• Manage and monitor software, hardware and network security.</li> <li>• Assist the Executive Secretary to ensure the security of confidential and sensitive information.</li> <li>• Advise the SIOFA staff on good and safe digital practices.</li> </ul> <p><b>Communication Duties</b></p> <ul style="list-style-type: none"> <li>• Provide technical advice regarding the SIOFA website and its roles.</li> <li>• Oversees the website structure and functions (currently based on Drupal CMS).</li> <li>• Monitor SIOFA website as SIOFA communication platform (e.g documentation updates, CMMs provisions)</li> <li>• Manage SIOFA CCPs and observers' users accounts, including liaising with the users when requested.</li> <li>• Support the Secretariat staff regarding the website utilisation.</li> </ul> <p><b>Secretariat duties:</b></p> <ul style="list-style-type: none"> <li>• Preserve and archive all Secretariat documentation.</li> <li>• Oversees storage systems (Archives, Cleaning, Backup)</li> <li>• Support the preparation of the Meetings of the Parties (MoP), the Compliance Committee and the Scientific Committee, including providing support to the intersessional work and preparation for the annual reports.</li> <li>• Support, when necessary, the SIOFA Officers in their duties</li> <li>• Performs any other duties as assigned by the Executive Secretary</li> </ul>
<b>Budget Management</b>	<ul style="list-style-type: none"> <li>• Assist the Executive Secretary with hardware purchase and software subscriptions</li> <li>• Maintain software and online services subscriptions and provide related cost forecast for the SIOFA budget</li> </ul>
<b>Other</b>	<p>All members of staff must adhere to SIOFA's Rules of Procedure, Staff Regulations, Financial Regulations and all other policies and procedures.</p> <p>Flexible hours might be required.</p>



## PERSON SPECIFICATION – ICT Expert

### Selection Criteria

The table below indicates the essential and desirable criteria for this post and how these elements will be assessed by the selection panel. Please take care to ensure that you demonstrate that you meet the essential criteria in your job application. Candidates who do not meet the essential criteria need not apply.

*Assessment Types : A = Application Form I = Interview P = Presentation*

Attribute	Essential	Desirable	Assessment
<b>Education</b>	<ul style="list-style-type: none"> <li>Qualification in ICT or a relevant field</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of fisheries sciences, marine environment, and biology</li> </ul>	A
<b>Skills &amp; Abilities</b>	<p><b>Numerical Skills</b></p> <ul style="list-style-type: none"> <li>Experience in website management (Content Management System)</li> <li>Strong knowledge of Microsoft tools (Microsoft Word, Excel, PowerPoint)</li> <li>Knowledge of website design and development languages (HTML, CSS, etc.)</li> <li>Knowledge in network setup and security</li> </ul> <p><b>Communication Skills</b></p> <ul style="list-style-type: none"> <li>Excellent writing skills: a demonstrated ability to produce written material that is concise, fluent, and well presented.</li> <li>Good spoken and written English; comfortable leading technical discussions and communicating with non-technical people.</li> </ul> <p><b>Planification Capabilities</b></p> <ul style="list-style-type: none"> <li>Manages and delivers on work priorities</li> <li>Ability to investigate new issues and self-train when required</li> </ul>	<p><b>Numerical Skills</b></p> <ul style="list-style-type: none"> <li>Working knowledge of databases and server maintenance</li> <li>Mastering Drupal CMS</li> <li>Working knowledge of physical firewalls management</li> <li>Usage of AI tools</li> </ul> <p><b>Communication Skills</b></p> <ul style="list-style-type: none"> <li>French (Reading, writing, and speaking)</li> <li>Ability to speak another language than English (Japanese/ Mandarin/Korean/ Thai /Italian/Spanish)</li> </ul> <p><b>Planification Capabilities</b></p> <ul style="list-style-type: none"> <li>Purposeful about use of time</li> <li>To take steps to fully understand the problem and contributing factors</li> <li>To Explore different solution options and possible side effects</li> <li>Involve colleagues and ensures that solutions meet their needs.</li> </ul>	A, I, P
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Knowledge of version control, proper documentation, and management.</li> <li>Experience in IT training and writing documentations.</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in an international environment/organisation.</li> <li>Knowledge of marine conservation issues and experience of working in a natural resource management organisation.</li> </ul>	A, I, P

Regarding the SIOFA Staff Regulations para 2.2 (<http://apsoi.org/about-siofa/basic-documents/staff-regulations>), any new SIOFA Secretariat Member shall conduct themselves in a manner consistent with the international nature of the Agreement. They shall always exercise the loyalty, discretion and tact imposed on them by their international responsibilities in the performance of their duties. They shall avoid all



actions, statements or public activities which might potentially be detrimental to the Secretariat, the Meeting of the Parties and the aims of the Agreement.

Also, Staff members are not required to renounce either their national feelings or their political or religious convictions. In the application of these Regulations, any discrimination on the basis of sex, age, race, color, ethnic or social origin, religion or belief, political or other opinion, membership of a national minority, property, birth, sexual orientation or disability shall be prohibited.

<b>Review Date</b>	December 2026
<b>Authorised by</b>	Thierry Clot, Executive Secretary