



SIOFA | APSOI

Southern Indian Ocean Fisheries Agreement
Accord relatif aux Pêches dans le Sud de l'Océan Indien

10th Meeting of the SIOFA Compliance Committee (CC10) and 13th Meeting of the Parties to SIOFA (MoP13)

Savoy Seychelles Resort & Spa, Beau Vallon, Seychelles, 1–3 July and 6–10 July 2026

MoP-13-INFO-07

Review of the Intersessional Decision taken since MoP12

The SIOFA Secretariat

Meeting	Compliance Committee <input type="checkbox"/> Meeting of the Parties <input checked="" type="checkbox"/>
Document type	Administrative Paper <input type="checkbox"/> Proposal or Working Paper <input type="checkbox"/> Information Paper <input checked="" type="checkbox"/>
Distribution	Public <input checked="" type="checkbox"/> Restricted ¹ <input type="checkbox"/> Closed session document ² <input type="checkbox"/>
Abstract	
<p>This paper recalls Intersessional Decision 2025-I, the only intersessional decision adopted between MOP12 and MOP13 in accordance with Rule 13 of SIOFA Rules of Procedure. In that decision, the Meeting of the Parties expressed support for the establishment of a part-time Data Officer position, and the recruitment of a part-time technician under the General Service category to undertake information and communication technologies (ICT) related tasks.</p> <p>The outcome of the intersessional decision-making process was communicated through the Circular 2025-21.</p> <p>In accordance with Circular 2025-21, an ICT Expert was recruited in February 2026. The ICT expert contract details are provided in Annex I.</p>	

¹ Restricted documents may contain confidential information. Please do not distribute restricted documents in any form without the explicit permission of the SIOFA Secretariat and the data owner(s)/provider(s).

² Documents available only to members invited to closed sessions.

ANNEX I

CONTRACT of
SIOFA Information and Communication Technology (ICT) Expert
23rd February 2026 – 23rd February 2027:

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

The ICT Expert will work in direct collaboration with the Data Officer, the Science Officer and the Compliance Officer under the direction and supervision of the Executive Secretary.

Job Title	SIOFA ICT Expert
Line Management	The ICT Expert will report to the Executive Secretary.
Working hours	Part-time, 24 hours/a week. Flexible working hours will be required for physical or virtual meetings
Salary Grade	Net Month Salary: 1835€ for a part time position (24 hrs / week)
Contract duration	1-Year Contract including a three-month period of probation
Place of Work	Le Port, la Réunion, France
Summary of Role	<ul style="list-style-type: none"> • Ensure SIOFA Secretariat performance with efficient tools • Maintaining SIOFA IT systems, enabling a seamless and efficient working environment, and contributing to the overall success of Secretariat operations • Support and manage cloud processes • Manage, update, and upgrade the website under the supervision of the Executive Secretary • Resolve technical issues, responsible for troubleshooting problems, managing hardware and software configurations, and supporting the onboarding of the Secretariat. • The ICT Expert is responsible of the maintenance and update of SIOFA hardware and software assets • Advise about information System Security • Support on the best practices and develop guidelines relevant to digital communication • Manage the structure and the content of the SIOFA Website • Adapt the website to new needs and requests from the Secretariat or the Meeting of the Parties
Key Roles & Responsibilities	Information Technology Duties: <ul style="list-style-type: none"> • Elaborate and implement internal IT related policies (e.g. ISSP) • Maintain the IT hardware used at the Secretariat. • Oversees equipment's purchase and software subscriptions. • Assist SIOFA staff and troubleshoot system and software errors. • Maintain software and other subscriptions (notably Microsoft 365, Exchange and OneDrive). • Manage SIOFA Emails address and emails transmission rules. • Manage and monitor software, hardware and network security. • Assist the Executive Secretary to ensure the security of confidential and sensitive information. • Advise the SIOFA staff on good and safe digital practices.

Key Roles & Responsibilities	<p>Communication Duties</p> <ul style="list-style-type: none"> • Provide technical advice regarding the SIOFA website and its roles. • Oversees the website structure and functions (currently based on Drupal CMS). • Monitor SIOFA website as SIOFA communication platform (e.g. documentation updates, CMMs provisions) • Manage SIOFA CCPs and observers' users accounts, including liaising with the users when requested. • Support the Secretariat staff regarding the website utilisation. <p>Secretariat duties:</p> <ul style="list-style-type: none"> • Preserve and archive all Secretariat documentation. • Oversees storage systems (Archives, Cleaning, Backup) • 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. • Support, when necessary, the SIOFA Officers in their duties <p>Performs any other duties as assigned by the Executive Secretary</p>
Budget Management	<ul style="list-style-type: none"> • Assist the Executive Secretary with hardware purchase and software subscriptions • Maintain software and online services subscriptions and provide related cost forecast for the SIOFA budget
Travel	<p>This role may require domestic and international travel as directed by the Executive Secretary.</p> <p>This includes supporting Meetings (Meeting of the Parties and Compliance Committee), and (if necessary) Scientific Committee.</p>
Other	<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>
Salary	1835.25€ Net
Review Date	October 2026
Authorised by	Thierry Clot, Executive Secretary