

# **Electronic (e) Reporting Officer ( FSM National Oceanic Resource Management Authority (NORMA) ) Pohnpei [closing date: 3/19/2026]**

It is the policy of the FSM Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesian and U.S. citizens utilized in positions for which no qualified FSM citizens are available.

## **POSITION AND SALARY:**

### **Electronic (e) Reporting Officer**

Pay Level 32/1

\$706.22 + \$40 COLA = \$746.22

This is the minimum rate at step one of the grades. Higher rates may be authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

## **LOCATION:**

Office of NORMA

FSM National Government

Pohnpei, FSM 96941

## **DUTIES & RESPONSIBILITIES:**

Collaborate with relevant NORMA staff to coordinate vessel and observer on-board E-Reporting; Assist with development of procedures and processes in NORMA for timely and effective e-reporting; Ensure that NORMA can readily import electronic observer data into their national NORMA database system in

collaboration with NORMA IT staff and that relevant staff can readily use ER applications and data to support their work; Assist with selection, training, monitoring, debriefing and coordinating of observers in e-reporting and related work; Install and provide usage tutorials of relevant software/computer programs onboard participating vessels; Ensuring ER portal is operating on a day-to-day basis including identifying and advising of faults with the system; Assist with inventory and maintenance of e-reporting software and equipment provided for that purpose; Engage with fishing companies for e-reporting purposes; Providing technical assistance to and monitoring of vessels using e-reporting including by maintaining regular communication with vessel operators and service providers; Assist with ER access authorization and facilitate flow and use of ER data; Collaborate with regional and national fisheries management agencies and partners in the region participating in trials and implementation of E-reporting; Perform other duties as assigned.

**QUALIFICATION REQUIREMENT:**

Graduation from an accredited college or university with an associate degree in Information Technology, Fisheries Management, Data Management, or a related field, plus two (2) years of experience in information systems, data management, or fisheries monitoring.

*Secure Application Forms From and Return to FSM National Government Personnel Office*

*or send your application, resume, along with other credentials to the below email address:*

*personnel@personnel.gov.fm*