

**IHO File No. S1/0502**

**CIRCULAR LETTER 42/2019**

**16 September 2019**

## **ASSISTANT DIRECTOR VACANCIES AT THE IHO SECRETARIAT**

Reference: Staff Regulations Edition 8.0.0, January 2017 (IHO Publication M-7)

Dear Hydrographer,

1. The Secretary-General would like to inform you that the IHO Secretariat is seeking for nominations for two Assistant Director Posts that will become vacant by 1 May 2020 (Assistant Director Coordination & Capacity Building) and 1 July 2020 (Assistant Director Digital Technology) respectively.
2. Applicants should specifically address the knowledge, skills and experience required listed in the Job Descriptions shown at Annex A and Annex B, and include a detailed CV.
3. Candidates should, as far as possible, submit their applications through the official representative of a Member State, who, in forwarding the application, should include their opinion and any other relevant information which could be useful to assist the Secretary-General in reaching a decision.
4. In accordance with Article 5.3 of the Reference, certified copies of the certificates of qualifications should accompany the application. Internationally recruited applicants must submit bona fide references attesting to their professional qualifications and integrity.
5. The IHO Secretariat would prefer no more than one application per Member State. However, if there are more than one strong candidate from a particular State, an additional application may be made. In this case, the relevant authority should provide an opinion on the suitability of each candidate and a comparison between them.
6. The closing date for nominations is **15 November 2019**.
7. Initial selection will be based on an assessment of degrees, diplomas, documents and other evidence provided by the candidate to substantiate the professional qualifications, skills and experience requested.
8. Final selection for both posts will be based on interviews conducted by the Secretary-General and Directors.

9. In accordance with Article 5.4 of the Reference, both appointments will be conditional upon certification by a medical officer designated by the Secretariat that the candidate is free from any defect or disease likely to interfere with the proper discharge of their duties.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Mathias Jonas", with a stylized flourish at the end.

Dr Mathias JONAS  
Secretary-General

Annex A: Job description: Assistant Director Coordination & Capacity Building

Annex B: Job description: Assistant Director Digital Technology

## **JOB DESCRIPTION**

**POSITION:** Assistant Director Coordination & Capacity Building

**REPORTS TO:** The Director Coordination

### **THE TASK**

The strategic direction of the IHO Work Programme item “Inter Regional Coordination and Support” is to facilitate global coverage and use of official hydrographic data, products and services” through enhancing and supporting cooperation on hydrographic activities among the IHO Member States under the aegis of the Regional Hydrographic Commissions. This important element under the supervision of the Director Coordination also contributes to the IHO Capacity Building Work Programme in supporting Member States as well as non-Member States to build national hydrographic capacities where they do not exist and to contribute to the improvement of the already established hydrographic infrastructure. The programme includes major topics that require a regionally coordinated approach, such as ENC adequacy, availability, coverage and distribution, maritime safety information and ocean mapping. The task of the Assistant Director Coordination & Capacity Building is to assist the Director Coordination in all of the Secretariat’s activities designated to this Work Programme item such as:

- Establish, coordinate and enhance cooperation in hydrographic activities amongst States on a regional basis, and between regions.
- Maintain and further develop cooperation to enhance the delivery of the Capacity Building Work Programme.
- Provide managerial advice and direct support on all aspects of specified IHO bodies such as Committees, Working Groups and Project teams engaged in activities that require inter-regional cooperation and coordination.
- Organize, prepare and report to annual meetings of IHO bodies such as Assembly, Council, as well as Committees, Working Groups and Boards under the joint conduct with liaising partner organizations.
- Maintain and further develop IHO publications as far as coordination and cooperation issues are concerned.

Beyond the scope of the work programme item “Inter Regional Coordination and Support”, the Assistant Director Coordination & Capacity Building shall:

- Represent the IHO at Commissions, Inter-governmental, Inter-organizational, and other bodies assigned to the overall IHO Work Programme not limited to cooperation and coordination aspects;
- Manage the publication of the International Hydrographic Review.
- Undertake high-level and technical assessment visits to Governments of non-Member States on issues of the Capacity Building Programme.

- Manage the IHO fund allocated to the Capacity Building Programme;
- Supervise the overall work of Capacity Building Assistant at the Secretariat;
- Contribute to the maintenance and ongoing adaptation of the Standards of Competence for hydrographic surveyors and nautical cartographers.
- Assist the Secretary-General and Directors in the provision of Secretariat support for all other elements of the IHO Work Programme.

## **THE PROFILE**

- Knowledge and experience in hydrography, nautical cartography and allied subjects.
- Knowledge and experience in regional and international cooperation with national administrations, inter-governmental and non-governmental bodies.
- Knowledge and experience of program and project management, administration and performance reporting.
- High level skills in support for strategic and technical meetings.
- High level proficiency in the use of word processor, spread-sheet, resource-planning and other office database applications.
- High level of written and oral communication skills in English.
- Proficiency in French language highly desirable.
- Proficiency in Spanish language highly desirable but not essential.

## **THE OFFER**

- Five years contract with the option for a further extension as stipulated in the Reference.
- Working conditions and salary as set out in IHO Publication M-7 Staff Regulations, which is available from the IHO website. Candidates should be aware that the position involves significant worldwide travel obligations. The net starting salary will be approximately 85,000 € per annum of an entry level equivalent to United Nations salary scheme P-4.

## **JOB DESCRIPTION**

**POSITION:** Assistant Director Digital Technology

**REPORTS TO:** The Technical Director

### **THE TASK**

The strategic direction of the IHO to develop, improve, promulgate and promote clear, uniform, global hydrographic standards to enhance safety of navigation at sea, protection of the marine environment, maritime security and economic development is the focus of the IHO work programme item “Hydrographic Services and Standards”. This important element under the supervision of the Technical Director addresses the digitization of all technical standards and services of the IHO scope in the widest sense. The task of the Assistant Director Digital Technology is to assist the Technical Director in all of the Secretariat’s activities designated to this Work Programme item such as:

Under the general supervision of the Secretary-General and Directors, as appropriate:

- Monitor technical and operational developments in the field of hydrography and marine cartography, and brief the Secretary-General and Directors on all relevant matters.
- Assist the Technical Director in the strategic development of IHO’s technical standards and GIS service provisions.
- Liaise with technical standardization bodies such as ISO and OGC on the field of maritime geoinformation practices.
- Provide technical advice and direct support on all aspects of standardization of such digital technology to IHO bodies such as Working Groups and Project teams.
- Maintain IHO publications as far as technical standardization and GIS services are concerned.
- Organize, prepare and report to annual meetings of IHO bodies such as Assembly, Council, Committees and Working Groups.

Beyond the scope of the work programme item “Hydrographic Services and Standards”, the Assistant Director Digital Technology shall:

- Oversee and supervise the development and maintenance of the Secretariat’s digital infrastructure with a main focus on GIS services and IHO website operated by the Secretariat.
- Manage the Secretariat’s staff involved in IT maintenance, contracts with external providers and the Geoinformation Register to support the Secretariat’s internal hardware and software arrangements.
- Represent the IHO at Commissions, Inter-governmental, Inter-organizational, and other bodies assigned to digital technology and within the framework of the overall IHO Work Programme not limited to technical aspects.

- Assist the Secretary-General and Directors in the provision of Secretariat support for all other elements of the IHO Work Programme.

## **THE PROFILE**

- Knowledge and experience in GIS standards, applications and implementation – ideally in the field of hydrography, nautical cartography and allied subjects.
- Knowledge and experience in software engineering with a focus on database solutions and GIS applications.
- Knowledge and experience in the operations of web-based services.
- Knowledge and experience of program and project management, administration and performance reporting.
- High level skills in secretariat/secretarial support for strategic and technical meetings.
- High level proficiency in the use of word processor, spread-sheet, resource-planning and other office database applications.
- High level of written and oral communication skills in English.

## **THE OFFER**

- Five years contract with the option for a further extension as stipulated in the Reference.
- Working conditions and salary as set out in IHO Publication M-7 Staff Regulations, which is available from the IHO website. Candidates should be aware that the position involves significant worldwide travel obligations. The net starting salary will be approximately 85,000 € per annum of an entry level equivalent to United Nations salary scheme P-4.