

**IHB File No. S1/0502**

**CIRCULAR LETTER 24/2002**  
**12 July 2002**

**POST OF PROFESSIONAL ASSISTANT (HYDROGRAPHY AND INFORMATION TECHNOLOGY)  
AT THE IHB**

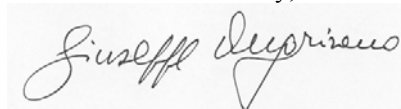
Dear Sir,

The present incumbent of the post of Professional Assistant (Hydrography and IT), Captain Hans ROHDE (Germany) will be returning to the Bundesamt für Seeschifffahrt und Hydrographie (BSH) in Hamburg, Germany in April 2003 following 11 years of detached service with the IHB. The Directing Committee is therefore seeking to engage a Professional Assistant to replace Captain ROHDE.

The successful candidate will be required to assume his/her duties by 1 April 2003 and his/her appointment will be in accordance with the Bureau's Staff Regulations (IHO Publication M-7). The candidate will be recruited in Category A with a basic monthly salary of at least 4000 euros. The profile for the post of Professional Assistant (Hydrography and Information Technology) is attached as Annex A and Member States are kindly requested to submit nominations using the Application Form in Annex B by 1<sup>st</sup> November 2002.

The appointment will be for a period of two years from April 2003 and two other additional terms of two and five years could be considered, in accordance with the IHB Staff Regulation V.10.1 (c).

On behalf of the Directing Committee  
Yours sincerely,



Rear Admiral Giuseppe ANGRISANO  
President

Encls: Annex A – Post Profile for Professional Assistant (Hydrography and Information Technology)  
Annex B - Application Form

**JOB DESCRIPTION**

**POSITION:** Professional Assistant (Hydrography and Information Technology)

**REPORTS TO:** The Directing Committee (DC)

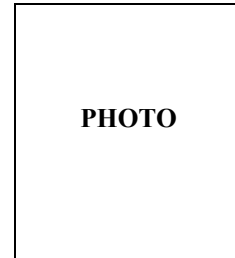
**RESPONSIBILITIES:**

1. To undertake tasks assigned by the DC, primarily in the field of hydrography, descriptive oceanography, associated standards and projects in connection with technical cooperation, and information technology, which will include:
  - a. Technical Assistance: Contribution to develop projects for technical assistance to developing countries (hydrographic components) – visiting countries upon request.
  - b. Information Technology: Overall responsibility for IT in the IHB; preparation and implementation of IT master plan, supervision of contractors, user support. Advise DC on new IT technologies and their impact on the IHB.
  - c. IHO WEB site: Responsible for planning and maintenance of the site, including coordination with EPSHOM and provision of guidance to staff.
  - d. Contribution to the development of standards for hydrographic data management, including multibeam data.
  - e. Reviewing and taking action on matters related to hydrographic surveying, physical oceanography, geodesy, remote sensing, and photogrammetry.
  - f. Processing technical matters arising from IHB's interaction with other international organizations, Regional Hydrographic Commissions, IHO Committees and Working Groups; preparation of recommendations for the DC.
  - g. Preparation of items for the Bulletin dealing with subjects relevant to duties.
  - h. Assistance in the preparation of IHB Strategic Plan and Work Programme as directed.
  - i. Participation in the organization of International Hydrographic Conferences; organize the Commercial Exhibition.
  - j. Editing and updating certain technical publications of the IHO including:

S-32	Hydrographic Dictionary
S-44	IHO Standards for Hydrographic Surveys
S-51	TALOS Manual
S-55	Status of Hydrography (except Appendix 1)
	Manual on Tides
  - k. Tides and Tidal Streams.
  - l. Law of the Sea matters.
  - m. Assist the Directing Committee in establishing liaison with Industries.
  - n. Other duties as required.

NB This job Description is indicative and may be adjusted in the future.

**APPLICATION FOR EMPLOYMENT**



**POST: PROFESSIONAL ASSISTANT (HYDROGRAPHY AND INFORMATION TECHNOLOGY) AT  
THE INTERNATIONAL HYDROGRAPHIC BUREAU**

**PART I**

NAME OF CANDIDATE: .....

DATE AND PLACE OF BIRTH: .....

FAMILY SITUATION (single, married, divorced, number and ages of children etc.):  
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ADDRESS, TELEPHONE NO, EMAIL : .....

\* EDUCATIONAL QUALIFICATIONS: .....

\* TECHNICAL QUALIFICATIONS: .....

*\* In support of qualifications listed in Annex A*

\* NATURE AND DURATION OF TECHNICAL EXPERIENCE (full details should be given, on a separate sheet if necessary):.....

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COMPETENCE IN LANGUAGES (indicate the standard and any special qualifications):

FRENCH: - Written

- Spoken

ENGLISH: - Written

- Spoken

ANY OTHER LANGUAGES: .....

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NAME AND ADDRESS OF AUTHORITY THAT CAN ATTEST TO THE MORAL CHARACTER OF THE CANDIDATE: .....

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LIST BELOW IN CHRONOLOGICAL ORDER DETAILS OF EMPLOYMENT DURING THE PAST TEN YEARS (or longer, if it bears directly upon your qualifications for this specific position):

DATES	EMPLOYER	DUTIES
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\* In support of qualifications listed in Annex A

GENERAL STATEMENT OF HEALTH AND PHYSICAL FITNESS: .....

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DATE: .....

SIGNATURE OF CANDIDATE: .....

**PART II**

REMARKS BY HEAD OF HYDROGRAPHIC OFFICE: .....

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DATE: .....

SIGNATURE: .....

**NOTES**

1. Photocopies or certified copies of official diplomas should accompany this application form.
2. The application should preferably be routed through the Hydrographic Office of a Member State. Part II of the application form should contain the remarks of the Hydrographic Office.
3. Applicants are advised to submit any additional information which could be relevant for consideration.
4. A medical certificate should accompany this application.