



IHB File N° S1/0506

CIRCULAR LETTER 48/2008  
21 May 2008

**REQUEST FOR SECONDMENT AND PERMANENT STAFF RECEIVED FROM THE  
HYDROGRAPHIC SURVEY DIRECTORATE - KINGDOM OF BAHRAIN**

Dear Hydrographer,

1 At the recent Technical Visit paid to the Hydrographic Survey Directorate - Kingdom of Bahrain - Captain Gorziglia (IHB Director) was requested by Bahrain Hydrographic Authorities to seek support from the IHO in order to find staff that would be interested in working at the Hydrographic Survey Directorate (HSD) as secondment and as permanent staff.

2 It has to be mentioned that out of an established staff of 19 people, today HSD has 9 personnel, out of which only 5 are related to hydrography. With such a small staff it has become almost impossible for the HSD to achieve its national hydrographic program; to make efficient and effective use of the infrastructure, instruments, hardware and software available, and to take advantage of training opportunities to keep its staff technically updated.

3 The areas in which secondment is required through contract are: hydrographic survey, nautical cartography and electronics. The area in which permanent staff is required, is hydrography, through an Advisor on Hydrographic Survey. **Annex A** provides the basic information for consideration by interested experts in secondments and **Annex B** provides the basic information as regard to the permanent staff.

4 Member States are kindly invited to circulate this request to all appropriate parties for their consideration.

On behalf of the Directing Committee  
Yours sincerely,

A handwritten signature in blue ink, appearing to be 'H. Gorziglia', is placed below the text 'Yours sincerely,'.

Captain Hugo GORZIGLIA  
Director

Annex A: Secondment Staff information  
Annex B: Permanent Staff information

**KINGDOM OF BAHRAIN  
HYDROGRAPHIC SURVEY DIRECTORATE**

**SECONDMENT STAFF**

**1. Project**

Name: Secondment of Staff to Hydrographic Survey Directorate

Reference No. HSD-02-2008

Objective:

The project objective is to second suitably qualified and experienced Hydrographic survey staff – **professional surveyors, survey technicians, cartographer and electronic engineer** - to the Hydrographic Survey Directorate (the Directorate) for a period of 12 months to enable the Directorate to address immediate staff shortages and improve the currency of Hydrographic chart data.

**2. Description of Hydrographic Survey Staff Tasks.**

The task is to update Hydrographic survey data currently held in CARIS CAD files. This involves field capture of data, quality checking and improvement of the data structure, data cleaning and streamlining of processes. The Bureau thus requires both field survey staff and Directorate based staff.

**2.1 Field Staff**

The task is to use field survey techniques to update Hydrographic survey data currently held in CARIS CAD files. The staff are expected to spend long hours in the field and will experience extreme climatic conditions especially during the hotter months.

All staff should;

- present with a professional attitude and appearance
- hold a certificate from International Hydrographic Organization (IHO) approved training facility
- hold valid certificate for driving a small craft during daytime
- have experience in
  - Hydrographic survey
  - both single and multibeam echo sounder surveys
  - operating hydrographic data acquisition software
  - operating tide gauges and current meters
  - operating Differential and RTK GPS systems
  - operating CARIS software
  - database systems
- Demonstrated competency in field and Directorate processes including functional knowledge of
  - HYPAC Max data acquisition software
  - CARIS HIPS, GIS & HOM
  - Field party leadership
  - Reconnaissance
  - Hydrographic investigations
  - Field survey records
  - Survey computations
  - Graphics data update
  - Administrative tasks

The Hydrographic survey staff will be of the following two categories, and will have the following attributes:

### 2.1.1 A1 - Hydrographic Survey Professionals.

Hydrographic Survey Professionals will:

- Be able to speak and write coherently in the English language
- Be of male gender,
- Hold a category A certificate from an IHO approved training facility
- Hold a small craft driving license for daylight operations
- Have 5 years post-registration hydrographic surveying experience,
- Provide two recent work related and one personal reference,
- Provide evidence of a clean police record from the relevant home country authority or most recent country of long term residency,
- Hold a medical certificate acceptable to Bahrain Immigration,
- Hold a clean Bahrain Drivers License within 3 months of commencement.

### 2.1.2 A2 - Hydrographic Survey Technicians

Hydrographic Survey Technicians will:

- Be able to speak and write coherently in the English language,
- Be of Male Gender,
- Hold a Category B certificate from an IHO approved training facility
- Have 3 years post-certification hydrographic surveying experience,
- Hold a small craft driving license for daylight operations
- Provide two recent work related and one personal references,
- Provide evidence of a clean police record from the relevant home country authority or most recent country of long term residency,
- Hold a medical certificate acceptable to Bahrain Immigration,
- Hold a clean Bahrain Drivers License within 3 months of commencement.

### 2.1.3 B - Electronic Engineer.

Electronic Engineer will:

- Be able to speak and write coherently in the English language,
- Be of Male Gender,
- Hold a degree in electronic engineering
- Have at least 3 years experience in electronic maintenance and repairing electronic devices preferably hydrographic instruments and maritime electronic equipment.

## 2.2 **Directorate based Staff**

The following staff are required to support the Bureau objectives to improve the data quality and to improve the work production processes.

### 2.2.1 B - Cartographer, GIS Specialist or similar

Cartographers and GIS Specialists will:

- Have recognised, relevant tertiary qualifications or extensive industry experience
- Have experience in
  - Spatial data manipulation
  - Data cleaning and re-structure
  - Chart production using CARIS HIPS, GIS & HOM
  - Database systems

Have experience and demonstrated ability in

- documentation of tasks and development of work procedures
- training technical staff in the field of expertise.

- Have demonstrated competency in Directorate processes including functional knowledge of
  - CARIS HIPS, GIS & HOM
  - Graphics data update, quality checking and analysis
  - Administrative tasks
- Have
  - Good working knowledge of written and spoken English
  - Willingness to work in HSD or other Directorate as job requires
  - Professional attitude and appearance

**3. Numbers of Staff to be hired**

3.1 The final number of Hydrographic survey staff to be hired by the Directorate will be determined by the available budget and the price submitted by the successful applicant.

3.2 Upon completion of the secondment period, selected Hydrographic survey staff if required by the Directorate, will be made available for additional project work either by an additional contract or by direct employment.

**4. Details of the Contract - Contacts**

The details of the Terms and Conditions of the Contract shall be coordinated directly by the interested applicant with the Directorate Representative.

Interested applicants are invited to contact the following person: Details shall be coordinated directly with the Hydrographic Survey Directorate at the following addresses:

Name: Mr. Khalid Abdulla Al Sager  
 Position: Acting Chief, Hydrographic Survey Directorate  
 Address: Survey & Land Registration Bureau  
 P.O. Box 5802, Manama  
Kingdom of Bahrain  
 Tel: +973 17 810 010  
 Fax: +973 17 725 591  
 e-mail: [KhalidAAS@slrb.gov.bh](mailto:KhalidAAS@slrb.gov.bh)

The following name can also be used:

Name: Cdr. (Ret) Ole Gravgaard  
 Position: Head of Marine Operations, HSD.  
 Tel: +973 17 810 021  
 Fax: +973 17 725 591  
 e-mail: [ole@slrb.gov.bh](mailto:ole@slrb.gov.bh)

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KINGDOM OF BAHRAIN  
HYDROGRAPHIC SURVEY DIRECTORATE

PERMANENT STAFF

**Organization and Position Title**

Hydrographic Survey Directorate  
Advisor Hydrographic Survey

**Purpose of Position**

To provide expertise in the field of hydrographic survey to the Director Hydrographic Survey. To advise on all international and national matters applicable to agreements, licenses and data exchange with other nations, organizations, and private companies, and to assist in the achieving of objectives and meeting obligations.

**Qualification Required**

A Category A hydrographic qualification from an establishment recognized by the International Hydrographic Organization (IHO) according to IHO Special Publication SP-47, with at least 15 years post qualification experience, of which 5 years should have been in a management role. Computer literacy and a certificate from a recognized establishment qualifying to drive any vessel under all conditions in accordance with International Maritime Organization regulations are required.

**Major Duties and Responsibilities**

- Undertakes research and provides timely professional advice and technical expertise to the Director HS and senior management.
- Assists with execution of approved programme of work within approved budget and manpower ceiling and in accordance with directives issued.
- Helps ensure that all Directorate operations are conducted in accordance with approved policies and procedures and accepted survey practice, including IHO standards and specifications (survey, data and products) and IMO regulations (vessel seaworthiness).
- Reports regularly on the progress of the work in assigned areas of responsibility within the Directorate and proposes changes in programme, manpower ceiling, organisation and budget in response to new opportunities, changes in requirements, slippage in programme, rising costs and any other problems which may affect the work.
- Continuously seeks and proposes improvements in the systems, methods, staffing and organisation to ensure the highest level of efficiency and effectiveness in all approved Directorate operations.
- Provides the Director HSD and Director-General of Survey with expert advice on international regulations pertinent to the Bahrain Exclusive Economic Zone (EEZ).
- Helps develop and maintain the Directorate's information system for all hydrographic data.
- Assists in arranging effective cooperation between the Directorate, other directorates, government agencies, and approved agencies so as to ensure that approved Directorate and Bureau programmes are executed in an efficient and effective manner.

- Advises Director HS on obligations and matters concerning international organizations, in particular the International Hydrographic Organization (IHO), the International Maritime Organization (IMO) and their the Safety of Life at Sea (SOLAS) Convention and Automatic Identification System, the United Nations and their Convention for Law of the Sea (UNCLOS), and International Bilateral Agreements.
- Advises and assists with the derivation of agreements with private companies for the use of HSD data, with International Boundary issues, and National Maritime Authority and Organization issues.
- Actively participates in Continuing Professional Development programmes arranged by the General Directorate of Survey.

**Supervision & Guidance**

This job is essentially self motivating and is controlled by review in discussion with the Director HS. Must be able to work unsupervised and provide the highest standard of expertise and advice in all aspects of the profession.

**Other Significant Factors**

This position frequently requires working outside normal working hours under considerable pressure to meet deadlines. Occasional seagoing duties, including working away from base, will be required.

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