



IHB File N° S1/0502

CIRCULAR LETTER 47/2011
09 August 2011

CATEGORY A STAFF VACANCY AT IHB

Reference: Article V.3 of the Staff Regulations

Dear Hydrographer,

1 The Directing Committee would like to inform you that Lieutenant Commander Stephen Shipman, a Category A Staff Member at the Bureau, will retire in May 2012 after nine years service. As a consequence, the Directing Committee seeks nominations for the post that will become vacant.

2 In accordance with the Reference, applications should be submitted to the Directing Committee through the Head of a Hydrographic Office of a Member State wherever possible, and be supported by an opinion from the national Hydrographer or similar, together with any other relevant information which could be useful to the Directing Committee in making its decision.

3 Applicants should specifically address the *knowledge, skills and experience required* criteria listed in the Job Description shown at Annex A, and include a detailed CV and certified copies of any supporting documents.

4 The relevant conditions of service are set out in IHO Publication M-7 - *Staff Regulations* which is available from the IHO website. The net annual starting salary will be approximately 85,000€.

5 The closing date for nominations is **14 October 2011**.

On behalf of the Directing Committee
Yours sincerely,

Vice Admiral Alexandors MARATOS
President

Annex A : Job Description.

JOB DESCRIPTION

PROFESSIONAL ASSISTANT

Duties

Under the direction of the Directing Committee (DC):

- Assist the DC in the provision of secretariat support for the programmes of the IHO.
- Assist the DC in its role as secretariat of the IHO
- Provide direct secretariat support to IHO bodies, as assigned by the DC.
- Monitor the work programmes and activities of the bodies of the IHO, as assigned by the DC.
- Monitor technical and operational developments in fields as assigned and brief the DC on all relevant matters.
- Provide technical advice and support to bodies of the IHO as assigned.
- Represent the IHO at Commissions, Inter-governmental, Inter-Organizational, and other bodies, as assigned by the DC.

Knowledge, skills and experience required:

- Knowledge and experience in hydrography, nautical cartography and allied subjects.
- Knowledge and experience in the programmes of the IHO.
- Knowledge and experience of program/project management/administration and performance reporting.
- High level of written and oral communication skills in English.
- High level skills in secretariat/secretarial support for strategic and technical meetings.
- High level proficiency in the use of word processor, spreadsheet and office database applications.
- Proficiency in French language desirable.

Selection

- Initial selection will be based on an assessment of degrees, diplomas, documents and other evidences provided by the candidate to substantiate the professional qualifications, skills and experience described above.
- Final selection will be based on an interview conducted by the Directing Committee.