



IHB File No. S1/0502

CIRCULAR LETTER 50/2013
15 August 2013

CATEGORY A STAFF VACANCY AT THE IHB

Reference: Article V.3 of the Staff Regulations as amended.

Dear Hydrographer,

1. The Directing Committee would like to inform IHO Member States that Ingénieur en chef Michel Huet, Assistant Director at the IHB, will retire in June 2014 after 24 years of service at the IHB. As a consequence, the Directing Committee seeks nominations for the position 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 on the candidate's suitability for the position from the National Hydrographer or similar, together with any other relevant information which could be useful to the Directing Committee.
3. Applicants should specifically address the knowledge, skills and experience required criteria listed in the Job Description shown at Annex A. They should also include a detailed curriculum vitae together with certified copies of any supporting documents.
4. The relevant conditions of service for the position are 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 88,000€ per annum.
5. The Directing Committee would prefer no more than one nomination per Member State. However, if there are more than one strong candidate from a particular State, an additional nomination may be made. In this case, the nominating authority should provide an opinion on the suitability of each candidate and a comparison between them.
6. The closing date for receipt of nominations at the IHB is **11 October 2013**.

On behalf of the Directing Committee

Yours sincerely,



Robert WARD
President

Annex A: Job Description.

Appendix 1: List of tasks in the IHO Work Programme for 2013-2017 currently assigned to the incumbent

JOB DESCRIPTION

Position: Assistant Director

Primary Managers: The Directing Committee

Responsibilities

Under the general supervision 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 (see note).
- Supervise staff members and/or seconded officers, as assigned by the DC.
- Monitor the work programmes and activities of the bodies of the IHO, as assigned by the DC (see note).
- 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 (see note).
- Represent the IHO at Commissions, Inter-governmental, Inter-Organizational, and other bodies, as assigned by the DC (see note).
- Maintain IHO publications in liaison with the Website and Publications Editor (WPE), as assigned by the DC (see note).
- Maintain the contents of assigned pages on the IHO website in liaison with WPE.

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 in GIS standards, applications and implementation.
- 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, spread-sheet, resource-planning and other office database applications.
- Proficiency in French language desirable.
- Basic knowledge in Spanish 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 knowledge, skills and experience described above.
- Final selection will be based on an interview conducted by the DC. According to article V.1 of the Staff Regulations, the appointment of staff should ensure that employees are of the highest standard of efficiency, competence and integrity. In addition, and in accordance with article V.3 of the Staff Regulations, the DC will give priority, all other things being equal, to candidates who are citizens of a country which is a Member State of the IHO and which provides as wide a geographical basis as possible among the IHB Category A internationally recruited Staff.

Note:

The tasks in the IHO Work Programme for 2013-2017 currently assigned to the incumbent are listed in Appendix I to this Annex. These assignments may be subject to adjustment before and after recruiting.

List of tasks in the IHO Work Programme for 2013-2017 currently assigned to the incumbent

PROGRAMME 1 - CORPORATE AFFAIRS

Element 1.1 Cooperation with International Organizations and participation in relevant meetings

Antarctic Treaty Consultative Meeting (ATCM)

Council of Managers of National Antarctic Programs (COMNAP)

International Association of Antarctic Tour Operators (IAATO)

International Cartographic Association (ICA)

Joint Board of Geospatial Information Societies (JB-GIS)

United Nations Committee of Experts on Global Geospatial Information Management (UN-GGIM)

Other organizations when their agendas have relevance to the programme of the IHO, such as: Group on Earth Observation (GEO); Port Management Association of West and Central Africa (PMAWCA) & Maritime Organization of West and Central Africa (MOCWA), Scientific Committee on Antarctic Research (SCAR)

Element 1.2 Information Management

Development of the IHO GIS and webserver and web mapping services (contributor)

Element 1.4 Work Programme & Budget, Strategic Plan and Performance Monitoring

Implementation of program management, performance monitoring and risk assessment (contributor)

Element 1.5 IHB Management

In-house translation service in support of the IHO WP (contributor)

Contract support to supplement maintenance and development of technical standards beyond the resources or competence of the IHB or the IHO WGs (contributor)

Element 1.6 International Hydrographic Conferences or Future Assemblies

Preparation and organization of the 5th Extraordinary International Hydrographic Conference or IHO Assembly in the event the Protocol of Amendment to the IHO Convention has entered into force (contributor)

Preparation and organization of the XIXth International Hydrographic Conference or IHO Assembly in the event the Protocol of Amendment to the IHO Convention has entered into force (contributor)

PROGRAMME 2 - HYDROGRAPHIC SERVICES AND STANDARDS

Element 2.1 Technical Programme Coordination

Conduct annual meetings of HSSC

Provide technical advice and guidance on IHO technical standards, specification and publications

Element 2.2 Hydrographic Data Transfer Standards

Conduct annual and biennial meetings of relevant HSSC WGs dealing with hydrographic data transfer standards (contributor)

Maintain and extend the relevant IHO standards, specifications and publications, using contract support assistance as appropriate (contributor)

Develop and maintain as-yet undefined S-100-based Product Specifications (contributor)

Maintain and extend the S-100 GI Registry (contributor)

Outreach and technical assistance regarding transfer standards (contributor)

Element 2.3 Nautical Cartography

Conduct annual meetings of relevant HSSC WGs dealing with nautical cartography

Maintain and extend the relevant IHO standards, specifications and publications, using contract support assistance as appropriate, including:

S-4 Chart Specifications of the IHO and Regulations for International (INT) Charts

INT 1 - Symbols, Abbreviations and Terms used on Charts

INT 2 - Borders, Graduations, Grids and Linear Scales

INT 3 - Use of Symbols and Abbreviations

S-11 Part A - Guidance for the Preparation and Maintenance of INT Chart schemes

S-11 Part B - Catalogue of INT Charts

S-49 Standardization of Mariners' Routing Guides

Digital data updating related elements of Appendix 1 to S-52 - Guidance on Updating the Electronic Navigational Chart

S-52 and its accompanying Presentation Library - Specifications for Chart Content and Display Aspects of ECDIS (contributor)

Portrayal related elements of S-101 - ENC Product Specification and other S-100-based Product Specifications (contributor)

Element 2.4 Digital Data Protection and Authentication

Conduct annual meetings of relevant HSSC WG dealing with digital data protection and authentication (contributor)

Maintain and extend the relevant IHO standards, specifications and publications dealing with digital data protection and authentication (contributor)

Element 2.5 Data Quality

Conduct annual meetings of relevant HSSC WG dealing with data quality

Maintain and extend the relevant IHO standards, specifications and publications dealing with data quality, including:

Data quality related elements of S-57 - IHO Transfer Standard for Digital Hydrographic Data

Data quality related elements of S-52 - Specifications for Chart Content and Display Aspects of ECDIS

Data quality related elements of S-100 - IHO Universal Hydrographic Data Model

Data quality related elements of S-101 - ENC Product Specification and other S-100-based Product Specifications

Element 2.8 Digital Data Updating

Maintain and extend the relevant IHO standards, specifications and publications, including:

Digital data updating related elements of S-65 - ENC Production Guidance

S-52 Appendix 1 - Guidance on Updating the Electronic Navigational Chart

Element 2.9 Marine Spatial Data Infrastructures

Conduct annual meetings of relevant HSSC WG dealing with MSDI

Maintain the relevant IHO standards, specifications and publications dealing with MSDI, including C-17 - Spatial Data Infrastructures: "The Marine Dimension" - Guidance for Hydrographic Offices

PROGRAMME 3 - INTER REGIONAL COORDINATION AND SUPPORT

Element 3.1 Cooperation with Member States and attendance at relevant meetings

ARHC - Arctic Region Hydrographic Commission

EAtHC - Eastern Atlantic Hydrographic Commission

SWPHC - South West Pacific Hydrographic Commission

HCA - Hydrographic Commission on Antarctica

Industry participation in relevant RHC meetings

Element 3.2 Increase participation by non Member States

EAtHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V

SWPHC - Execute strategy to increase participation of non-Member States in IHO activities and advise them on how to comply with international regulations such as SOLAS V

RHCs to encourage the approval of pending applications for IHO membership (contributor)

RHCs to encourage the ratification of the IHO Convention by approved applicants (contributor)

Element 3.4 Capacity Building Assessment

Technical and advisory visits in the relevant RHCs

Element 3.5 Capacity Building Provision

Raise Awareness on the Importance of Hydrography in the relevant RHCs

Technical Workshops, Seminars, Short Courses in the relevant RHCs

Hydrographic and Nautical Cartography Courses in the relevant RHCs

On the Job Training (ashore / on board) in the relevant RHCs

Marine/Maritime Projects in the relevant RHCs

Foster bilateral agreements in order to help satisfy SOLAS V/9 in the relevant RHCs

Element 3.6 Coordination of Global Surveying and Charting

Maintain and coordinate ENC schemes, consistency and quality in the relevant RHCs.

Maintain and coordinate INT Chart Schemes and improve the availability of the INT Chart Series.

Element 3.8 Ocean Mapping Programme

GEBCO Guiding Committee and associated bodies

IHO Digital Bathymetry Data Center (DCDB)

Encourage the contribution of bathymetric data to the IHO DCDB

Maintenance of IHO bathymetric publications (contributor)

Update and enhance the GEBCO Gazetteer (B-8) for internet access