



IHB File No. S1/0501

CIRCULAR LETTER 88/2015
16 December 2015

**RECRUITMENT OF A TECHNICAL STANDARDS SUPPORT OFFICER IN THE
SECRETARIAT OF THE IHO**

References:

- A. IHO CL 87/2015 dated 15 December 2015 - *Approval of IHO Work Programme & Budget for 2016*
- B. IHO CL 74/2015 dated 1 October 2015 - *Proposed IHO Work Programme and Budget for 2016*

Dear Hydrographer,

1. As reported in Reference A, the IHO Work Programme and Budget for 2016 have been approved by the Member States and will be implemented on 1 January 2016.
2. One of the measures included in the approved budget for 2016 is the recruitment of a Technical Standards Support Officer. As a consequence, the Directing Committee invites Member States to consider and to disseminate as widely as possible, through the appropriate channels, including their relevant national stakeholders, the offer of employment provided in Annex A to this Circular Letter.
3. Applicants should be invited to submit their applications for the position directly to the Directing Committee as soon as possible and not later than 26 February 2016.
4. Applicants should provide a letter of motivation and specifically address the required knowledge, skills and experience criteria listed in Annex A. They should also provide a detailed curriculum vitae together with certified copies of any supporting documents.
5. Any request for further information should be sent to Ms Ghislaine Fauchois, Manager, Finance and Administration at mfa@iho.int - Tel. +377 93 10 81 00.

On behalf of the Directing Committee

Yours sincerely,

Robert WARD
President

Annex A: Offer of employment - Technical Standards Support Officer in the Secretariat of the IHO

OFFER OF EMPLOYMENT

**TECHNICAL STANDARDS SUPPORT OFFICER IN THE SECRETARIAT OF THE
INTERNATIONAL HYDROGRAPHIC ORGANIZATION (IHO)**

This is a newly established position.

CONTRACT INFORMATION

- Recruited as a Category B Member of Staff under the current provisions of the IHO Staff Regulations, 7th Edition, June 2004, Revised March 2009.
- Initial appointment will be for a period of two years. This will comprise an initial 12-month probationary period.
- At the end of the two-year period, an indeterminate appointment may be granted, subject to the acceptance by the applicant of the Edition of the IHO Staff Regulations that will be effective at the time.

SALARY INFORMATION

- The gross annual salary is expected to be in the range from 30 000 to 65 000 € / year, depending on the background and experience of the applicant.
- As an employee of an Inter-Governmental Organization, salary is exempt of tax in Monaco and France¹, however, a 10% IHO internal tax is levied plus deductions (approximately 12% of gross salary) for pension contributions.
- Medical cover is provided in accordance with the Staff Regulations of the IHO.
- Additional allowances and benefits may be applicable subject to the personal status of the applicant.

OTHER INFORMATION

- As an employee of an Inter-Governmental Organization, specific conditions apply covering income tax and social benefits. Further details are available in the Staff Regulations of the IHO.
- The successful applicant may be reimbursed some, but not necessarily all, of their travelling expenses on taking up their appointment if they are recruited from outside a radius of 100 kilometres from Monaco.
- A copy of the Staff Regulations of the IHO can be downloaded from the IHO website: www.iho.int →Standards & Publications →Download.

RESPONSIBILITIES

See Job Description in the Appendix to this letter.

EDUCATION AND PROFESSIONAL EXPERIENCE

- A university degree or acceptable experience in information technology, geospatial information systems, database management or other relevant technical field;
- Professional experience in operating and maintaining geospatial information systems, databases and web-based services;
- Experience in an international environment is desirable.

¹ Taxation of any additional income other than the IHO salary may apply in certain countries and may be levied at a rate applicable to the employee's entire income.

SKILLS REQUIRED

- Excellent proficiency in spoken and written English;
- A good understanding of and proficiency in the French language;
- Familiarity with international standardization processes;
- Working knowledge of client-server architecture and operation
- Working knowledge of database management;
- Knowledge of the IHO S-100 standard in general, and in particular Parts 2 (Management of Registries) and 2A (Feature Concept Dictionary).

OTHER DESIRED SKILLS

- Working knowledge of the following:
 - MySQL database system,
 - PHP and JavaScript scripting languages,
 - HTML programming language.
- Good proficiency in Word, Excel and related MS Office tools;
- Ability to draft in English using correct, clear and concise text;
- Familiarity with IHO technical standards in general;
- Capacity to work as part of a team in an international environment.

2016

JOB DESCRIPTION

Position: Technical Standards Support Officer (TSSO)

Primary Manager: Assistant Director, Digital Technology (ADDT)

RESPONSIBILITIES:

Under the overall supervision of ADDT:

Technical Standards Support

- Provide day-to-day Help-desk support to users of IHO technical standards and guidelines;
- Maintain a dashboard of the status and revision plans of IHO publications under the responsibility of the IHO Hydrographic Services and Standards Committee (HSSC).

Management and Administration of the IHO S-100 Registry and Registers

- Manage the day-to-day operation of the S-100 Registry, including:
 - providing Registry access for Register Managers, Control Bodies, Submitting Organizations and Register Users;
 - ensuring that information about items in the Registers is accessible for users including those items that are valid, superseded, or retired;
 - processing requests for adding new domains in the registry in accordance with IHO S-99;
 - managing the account information for the Register Managers - for example, change of personnel, contact details etc.;
 - managing the account information and membership of the Control Bodies;
 - processing requests for Submitting Organization status, consulting individual Register Managers if necessary;
 - acting as the focal point for managing appeals across all Registers;
 - maintaining database and programming software, deploying new versions when necessary;
 - participating in the on-going development of register databases by assisting Register Managers in adding and modifying database tables as necessary; and
 - maintaining a daily backup routine of the Registry database and a weekly check to ensure the backup is operating correctly.
- Manage the administration of specific IHO Registers in the IHO S-100 Registry, including:
 - sustaining the necessary coordination between Submitting Organizations, Control Bodies and the Registry Manager;
 - inspecting and processing the various application forms;
 - maintaining items within the Registers;
 - maintaining and publishing a list of Submitting Organizations.
- Compile periodic reports at intervals no greater than 12 months for the consideration of the Executive Control Body (ECB) and the S-100 Working Group (S-100WG). Each report shall take account of all notable events since the last report, including:
 - proposals received and the decisions taken,
 - any new enrolments of representatives of Submitting Organizations, and
 - all other matters of interest and relevance to the ECB or S-100WG.

Technical Standards Development

- Liaise with, assist and support IHO Committees, Working Groups and other bodies engaged in the

development and maintenance of IHO technical standards and guidelines;

- Investigate and provide advice to the Directing Committee, through ADDT, on software and hardware options for the development and maintenance of IHO technical standards and guidelines, including the further development of the S-100 Registry.

General

- Contribute to other general IHB administrative and support tasks as required and as assigned by the Directing Committee or the Primary Manager from time to time.
- Undertake relevant continuing professional education and training.