

JOB DESCRIPTION

Position: Contracted Capacity Building Assistant (CBA) Staff

REQUIREMENTS

Provide clerical support for the administration of the IHO Capacity Building (CB) programme.

Immediate Supervisor: Assistant Director Cooperation and Capacity Building (ADCC)

Tasks:

Provide support for the administration of the IHO Capacity Building (CB) programme by undertaking the following tasks in accordance with the established CB procedures:

1. Collate and reconcile invoices, claims and receipts related CB activities for forwarding to MFA for action
2. Organise and maintain the historical files related to the IHO CB programme and activities
3. Maintain the list of priorities for CB Projects (Procedure 4)
4. Organize and prepare documents for CBSC and other CB related meetings
5. Organize and monitor the applications for the CAT A Hydro Programme
6. Organize and monitor the applications for the CAT B Carto Programme
7. Monitor the incoming e-mails related CB activities
8. Provide support for outgoing e-mails related CB activities
9. Provide support to organize the RHCs submissions to the CBSC
10. Provide support to monitor and update the annual CB Management Plan
11. Provide support to monitor and update the annual CBWP
12. Provide support to monitor the CB related MoUs
13. Prepare and update the database of the CB technical visits, trainings and trainees
14. Provide support to update the CB web pages
15. Provide support to monitor performance indicators

Required skills and experience:

- Good written and spoken English and French
- Good proficiency in Word, Excel and related MS Office tools