



IHO File No. S1/0502

**CIRCULAR LETTER 32/2023**  
**03 October 2023**

## **ASSISTANT DIRECTOR VACANCY AT THE IHO SECRETARIAT**

Reference: IHO Publication M-7, Edition 9.0.0, July 2023 - *Staff Regulations*.

Dear Hydrographer,

1. The Secretary-General would like to inform you that the IHO Secretariat is seeking nominations for the position of Assistant Director Charting & Services that will become vacant on **25 October 2024**.
2. The relevant conditions of service for the position (Category: Assistant Directors / Internationally Recruited Members of Staff) are set out in the IHO Publication M-7 - *Staff Regulations* in Reference, which is available from the IHO website. Applicants are kindly invited to read it carefully.
3. Applicants should address specifically the criteria of knowledge, skills and experience required, which are listed in the Job Description at Annex A and should be included in a detailed CV.
4. Candidates should, as far as possible, submit their applications through the official representative of a Member State, who, in forwarding the application, should include its opinion and any other relevant information which could be of use in assisting the Secretary-General in reaching a decision.
5. In accordance with Article 5.3 of the Reference, certified copies of the certificates of qualifications should accompany the application. Internationally recruited applicants must submit bona fide references attesting to their professional qualifications and integrity.
6. The IHO Secretariat would prefer no more than one application per Member State. However, if there is more than one strong candidate from a particular State, additional applications may be made in accordance with point 3. In this case, the nominating authority should provide an opinion on the suitability of each candidate and a comparison between them.
7. The closing date for nominations is **31 January 2024**. Nominations should be sent to: [cl-lc@iho.int](mailto:cl-lc@iho.int) in digital format.
8. Initial selection will be based on an assessment of degrees, diplomas, documents and other evidence provided by the candidates to substantiate the professional qualifications, skills and experience requested.

9. Final selection for the post will be based on interviews conducted by the Secretary-General and Directors. It is planned that the selection of the new Assistant Director is announced **no later than 31 March 2024**.

10. In accordance with Article 5.4 of the Reference, this appointment will be conditional upon certification by a medical officer designated by the Secretariat that the candidate is free from any medical condition likely to interfere with the proper discharge of his/her duties.

11. For administrative and practical reasons, candidates and supporting organizations are kindly invited to note that the hand-over period for this position is planned to start on **02 September 2024**. The incoming Assistant Director will be officially appointed from this date.

Yours sincerely,



Dr Mathias JONAS  
Secretary-General

Annex A: *(English only)*  
Job description: Assistant Director Charting & Services

Appendix: *(English only)*  
List of tasks in the IHO Work Programme for 2024-2026 currently assigned to the incumbent, as Principal Manager in support of the Secretary-General or Principal Director.

## JOB DESCRIPTION

<b>POSITION:</b>	Assistant Director Charting & Services
<b>REPORTS TO:</b>	IHO Director - Technical Programme (DTech) <sup>1</sup>
<b>ASSISTS</b>	SG (30%), DCoord (20%), DTech (40%), Directing Committee (DC) in general, and other functions in IHO Secretariat (10%) (Useful Reference: IHO CL 28/2023).

### Responsibilities

- 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 Appendix 1).
- 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 Appendix 1).
- 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 Appendix).
- Represent the IHO at Commissions, Inter-governmental, Inter-Organizational, and other bodies, as assigned by the DC (see Appendix).
- Maintain IHO publications and standards in liaison with IHO Secretariat staff, as assigned by the DC (see Appendix).
- Maintain the contents of assigned web pages on the IHO website in liaison with with IHO Secretariat staff.
- Provide general support to IHO Secretariat staff as required.

### Knowledge, skills and experience required

- Knowledge and experience in hydrography, nautical cartography, marine geosciences, 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.

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<sup>1</sup> **SG** - Secretary-General, **DCoord** – IHO Director Inter Regional Coordination and Support Programme, **DTech** - IHO Director - Technical Programme (IHO CL 28/2023 refers).

- 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 highly 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.

Appendix 1: Tasks in the IHO Work Programme for 2024-2026 currently assigned to the incumbent, as Principal Manager in support of the Secretary-General or Principal Director

**List of tasks in the IHO Work Programme for 2024-2026  
currently assigned to the incumbent, as Principal Manager<sup>2</sup>  
in support of the Secretary-General or Principal Director**

**PROGRAMME 1 - CORPORATE AFFAIRS**

**Element 1.1 Cooperation with International Organizations and participation in relevant meetings**

Contribute\* to relationships with the Government of Monaco and the diplomatic corps accredited in Monaco

Maintain relationship with the Antarctic Treaty Consultative Meeting (ATCM)

Maintain relationship with European Union Initiatives (such as INSPIRE and EMODnet)

Maintain relationship with the UN (UN Expert Group on Geographical Names (UNGEGN))

Maintain relationship with Council of Managers of National Antarctic Programs (COMNAP) and International Association of Antarctic Tour Operators (IAATO) through the HCA

Contribute\* to the activities of the Working Group of the Marine Cartography of the International Cartographic Association (ICA)

**Element 1.2 Information Management**

Maintain\* and extend the IHO GIS, webserver and web mapping services in support of RHCs, S-1xx Data Services, ENC production coordination, INT chart coordination, and other related activities

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

Contribute\* to the implementation of programme management, performance monitoring and risk assessment (contributor)

Implementation of Decision A2/25 on the future of S-23

**Element 1.5 Secretariat Services**

Contribute\* on case-by-case basis to in-house translation (French) service

Contribute\* to the maintenance of M-1 and M-3

Contribute\* to the monitoring and maintenance of the Standing Operating Procedures of the IHO Secretariat

**Element 1.6 IHO Council and Assembly**

Contribute\* to the preparation and organization of the 4<sup>th</sup> Session of the IHO Assembly

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<sup>2</sup> **Note:** when specified with \*, in cooperation with or in support to other Assistant Directors and/or Officers.

Prepare and conduct annual sessions of the IHO Council, as Assistant Secretary in support of the Secretary-General

## **PROGRAMME 2 - HYDROGRAPHIC SERVICES AND STANDARDS**

### **Element 2.1 Technical Programme Coordination**

Organize, prepare, and report annual meetings of HSSC, as Assistant Secretary to the Technical Director

Organize\*, prepare and report meetings of HSSC working groups (NCWG, DQWG, NIPWG) and Project Teams

Contribute to the preparation and representation of HSSC at Council and Assembly

### **Element 2.2 Foundational Nautical Cartography Framework**

Maintain S-4, S-11, S-12, S-49, S-67, and S-68

Maintain\* the INToGIS infrastructure (and consider possible upgrade for INToGIS III for S-1XX products and services)

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

Implement the decisions made following the report on the Future of the Nautical Paper Chart

### **Element 2.3 S-100 Framework**

Maintain the Roadmap for the S-100 Implementation Decade

### **Element 2.5 Support the implementation of e-navigation and Marine Spatial Data Infrastructures (MSDI)**

Monitor\* and assess requirements related to data flow, data security, data quality, backup arrangements, time-varying information, etc.

Support\* the development and implementation of Maritime Services

### **Element 2.8 Other technical standards, specifications, guidelines and tools**

Maintain\* and extend the relevant IHO standards, specifications and publications

Ensure that data quality aspects are addressed in an appropriate and harmonized way for all relevant standards

## **PROGRAMME 3 - INTER REGIONAL COORDINATION AND SUPPORT**

### **Element 3.2 Regional Hydrographic Commissions and the HCA**

Prepare for and report meetings of the Regional Hydrographic Commissions (RHC): ARHC, EAtHC, and MBSHC

Organize, prepare for and report meetings of the Hydrographic Commission on Antarctica (HCA), as Secretary

### **Element 3.4 Coordination of Global Surveying and Charting Coverage**

Organize, prepare and report annual meetings of the WEND Working Group, as Secretary

Maintain liaison with RENCs

Maintain and coordinate [S-1xx Data Services], ENC and INT schemes, including coverage, consistency, quality and availability

### **Element 3.6 Ocean Mapping Programme**

Organize, prepare and report annual meetings of SCUFN

Maintain IHO bathymetric publications B-6 and B-8