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CIRCULAR LETTER 38/2020

04 December 2020

ASSISTANT DIRECTOR VACANCY AT THE IHO SECRETARIAT

Reference: Staff Regulations Edition 8.0.0, January 2017 (IHO Publication M-7)

Dear Hydrographer,

1. The Secretary-General would like to inform you that the IHO Secretariat is seeking nominations for the position of Assistant Director Survey & Operations that will become vacant on 1 September 2021.
2. 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.
3. 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.
4. 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.
5. The IHO Secretariat would prefer no more than one application per Member State. However, if there are more than one strong candidate from a particular State, additional applications may be made in accordance with point 3.
6. The closing date for nominations is 15 February 2021.
7. 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.
8. Final selection for the post will be based on interviews conducted by the Secretary-General and Directors.

9. 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.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Mathias Jonas", with a stylized flourish at the end.

Dr Mathias JONAS
Secretary-General

Annex A: Job description: Assistant Director Survey & Operations

JOB DESCRIPTION

POSITION: Assistant Director Survey & Operations

REPORTS TO: The Secretary-General

THE TASK

The principal occupation of the Assistant Director Survey & Operations is to act along the strategic directions of the IHO Work Programme item “Corporate Affairs”. The focus of this element is the provision of the services provided by the Secretariat of the IHO and, through the Secretary-General and the Directors, the management and fostering of relations with intergovernmental and other international organizations. This Work Programme is directed primarily by the Secretary-General. It is integral to the achievement of all the Strategic Directions, namely the IHO Capacity Building Work Programme and Hydrographic Services and Standards; some directly, others indirectly.

The task of the Assistant Director Survey & Operations is to assist the Secretary-General, the Director Technology and the Director Coordination in all of the Secretariat’s activities designated to their respective Work Programme item such as:

- Represent the IHO at Commissions, Inter-governmental, Inter-organizational and such other bodies assigned to the overall IHO Work Programme not limited to cooperation and coordination aspects with a focus on:
 - Specialised agencies within the UN System such as IMO, WMO, ISA, UNESCO-IOC
 - World-Wide Navigational Warning Service
 - IMSO
 - Stakeholders organizations such as CIRM, IFHS
- Contribute to the interpretation and further development of UN Convention on the Law of the Sea in relation to hydrographic aspects and activities in the role as Secretary of ABLOS and in fostering collaboration with UN-DOALOS.
- Establish, coordinate and enhance global cooperation in survey activities amongst Coastal States, namely for the purpose of:
 - the maintenance and the extension of S-44 (Standards for Hydrographic Surveys).
 - the facilitation of cooperative bathymetric data gathering programmes, including: the Atlantic Ocean Research Alliance (AORA), Crowdsourced Bathymetry initiative and the liaison with the Seabed2030 project.
 - the effective operation with the IHO Data Centre for Digital Bathymetry (DCDB).
- Provide managerial advice and direct support on all aspects of specified IHO bodies such as Committees, Working Groups and Project Teams engaged in activities that require regional and inter-regional cooperation and coordination as well as technical standardization and services within the hydrographic domain.
- Organize, prepare and report to annual meetings of IHO bodies such as Assembly, Council, as well as Committees, Working Groups and Boards under the joint conduct with liaising partner organizations

- Maintain and further develop IHO publications as far as the above issues are concerned.
- Assist the Secretary-General and Directors in the provision of Secretariat support for all other elements of the IHO Work Programme.

THE PROFILE

The successful candidate will have:

- Knowledge and experience in international shipping, hydrography and allied subjects.
- High level of knowledge and experience in regional and international cooperation with national administrations, inter-governmental and non-governmental bodies.
- Knowledge and experience of programme and project management, administration and performance reporting.
- High level skills in support for strategic and technical meetings.
- High level proficiency in the use of word processor, spread-sheet, resource-planning and other office database applications.
- High level of written and oral communication skills in English.
- Proficiency in French language highly desirable.
- Proficiency in Spanish language desirable but not essential.

THE OFFER

- Five years contract with the option for a further extension as stipulated in the Reference.
- Working conditions and salary as 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 85,000 € per annum of an entry level equivalent to United Nations salary scheme P-4.