

**IHO File No. S1/1301**

**CIRCULAR LETTER N° 22/2026**  
**24 April 2026**

**STAFFING OF THE IHO INFRASTRUCTURE CENTRE,  
 CALL FOR NOMINATIONS  
 INTERNATIONALLY RECRUITED POSITIONS  
 & NOTIFICATION — LOCALLY RECRUITED POSITIONS**

**References:**

- A. IHO Resolution 01/2026 – Establishment of the IHO Infrastructure Centre (Assembly Decision A4/06)
- B. Host Agreement between the IHO and the Government of the Republic of Korea (Assembly Decision A4/08)
- C. IHO Publication M-7 – Staff Regulations (Edition 10.0.0, 2026) (Assembly Decision A4/09)
- D. IHO Work Programme 2027–2029 (Assembly Decision A4/32)

Dear Hydrographer,

1. Following the decision of the 4th Session of the IHO Assembly to establish the IHO Infrastructure Centre in Busan, Republic of Korea (Reference A), and the conclusion of the Host Agreement between the IHO and the Government of the Republic of Korea (Reference B), the Secretary-General is pleased to announce the recruitment for the initial staffing of the Centre.
2. The IHO Infrastructure Centre will provide operational and technical support to the IHO in the following pillars\*: (a) S-100 Product Specification Lifecycle Support; (b) Geospatial Information (GI) Registry Management; (c) Navigation System Type Approval Support; (d) S-100 Security Scheme Management; (e) Support of S-100 Operative Services / registers for IP-based distribution (f) Additional IHO infrastructure assistance beyond S-100.
3. Six positions are to be filled in Phase 1 of the Centre’s establishment, with operational commencement targeted for Summer 2026. The positions comprise four internationally recruited posts and two locally recruited posts, as summarized below:

#	Position	Grade	Recruitment	Pillar(s)	Annex
1	Centre Manager	P-4	International	All / Oversight	A
2	Deputy Centre Manager	P-3	International	Horizontal	B
3	Registry Manager	P-3	International	B: GI Registry	C
4	Security Scheme Operation Officer	P-3	International	D: Security	D
5	Registry Technician	BL-2	Local	B: GI Registry	E
6	Project Manager	BL-3	Local	Cross-Cutting	F

\* Pillars (c) and (e) will be addressed through the Centre Management's oversight and through Phase 2 recruitment.

### ***Internationally Recruited Positions (Annexes A–D)***

4. The relevant conditions of service for the internationally recruited positions (Category: Professional Staff) are set out in the IHO Publication M-7 – Staff Regulations (Reference C), which is available on the IHO website. Salary scales for duty station Busan are based on the International Civil Service Commission (ICSC) framework, adjusted according to the Busan post adjustment index.
5. Applicants should specifically address the knowledge, skills and experience required and are listed in the respective Job Descriptions at Annexes A through D and should be included in a detailed CV.
6. Internationally recruited applicants must submit references attesting to their professional qualifications and integrity. Such references should include professional opinions and any other relevant information which could be of use in assisting the IHO in reaching a decision. A reference from the National Hydrographer of the applicant's country will be given substantial weight in the evaluation process and is strongly encouraged.
7. In accordance with Article 5.3 of Reference C, certified copies of the certificates of qualifications should accompany the application.
8. The IHO Secretariat would prefer no more than one application per Member State per position. However, if there is more than one strong candidate from a particular State, additional applications may be made. In this case, the nominating authority should provide an opinion on the suitability of each candidate and a comparison between them.
9. The closing date for nominations for internationally recruited positions is **12 June 2026**. However, applicants should expect a staggered approach regarding selections, taking place between June and September. Applications should be sent to: **cl-ic@iho.int** in digital format.
10. Initial selections 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. Final selections will be based on interviews conducted by the IHO Secretariat.
11. In accordance with Article 5.4 of Reference C, appointments 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.
12. It should be noted that the Registry Manager (#3) will be assigned to the IHO Secretariat in Monaco as his/her official duty station, rather than the Centre premises in Busan.

### ***Locally Recruited Positions (Annexes E–F)***

13. Two positions will initially be recruited locally in the Republic of Korea. The locally recruited positions will follow the Busan Local (BL) salary framework as approved in the amended M-7 Staff Regulations (Reference C). Detailed recruitment announcements for locally recruited positions will be published separately through national channels in the

Republic of Korea. The Job Descriptions for these positions are attached at Annexes E and F for information.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J. Nyberg', written in a cursive style.

Dr John Nyberg Director

**Annexes:**

- A. Job Description: Centre Manager (P-4, International)
- B. Job Description: Deputy Centre Manager (P-3, International)
- C. Job Description: Registry Manager (P-3, International)
- D. Job Description: Security Scheme Operation Officer (P-3, International)
- E. Job Description: Registry Technician (BL-2, Local)
- F. Job Description: Project Manager (BL-3, Local)

## Annex A

### JOB DESCRIPTION

<b>POSITION:</b>	Centre Manager
<b>GRADE:</b>	P-4
<b>RECRUITMENT:</b>	International
<b>REPORTS TO:</b>	IHO Director – Technical Programme (DTech)
<b>ASSISTS:</b>	Secretary-General, Directors, and Directing Committee as required
<b>Location:</b>	Busan

#### **Responsibilities**

- Manage the overall operations of the IHO Infrastructure Centre in Busan, Republic of Korea.
- Provide strategic direction and leadership for the five service pillars of the Centre: S-100 PS Lifecycle Support, GI Registry Management, Type Approval Support, Security Scheme Management, and S-100 Operative Services.
- Represent the Infrastructure Centre at meetings of the HSSC, Council, Assembly, and other IHO bodies as assigned.
- Report to the Directing Committee on the Centre’s operational status, performance, and budget execution.
- Manage multi-source project coordination and budget planning across all Centre activities.
- Oversee technology management including cloud infrastructure, system redundancy, and service continuity (24/7 uptime).
- Develop and maintain working procedures, documentation, and information governance frameworks for Centre operations.
- Coordinate with the Host Country (Republic of Korea) on matters related to the Host Agreement and regulatory compliance.
- Supervise all Centre staff members and seconded officers as assigned by the Directing Committee.
- Liaise with Member States, RENCs, partner institutions, and other stakeholders on Centre-related matters.
- Coordinate with IHO Secretariat in Monaco on policy, governance, and operational alignment.

#### **Knowledge, Skills and Experience Required**

- Proven ability to lead the end-to-end lifecycle of complex digital products and services, bridging strategic governance and operational delivery, and aligning IT systems, information, and operational processes.

- Demonstrated experience in programme/project management, including multi-stakeholder coordination, budget management, performance reporting, and organizational leadership.
- Knowledge of IHO programmes, procedures, and institutional structure.
- Strong understanding of IHO basic documents governing IHO Infrastructure Center human resources, host country agreement, and other institutional requirements.
- Extensive knowledge and experience in hydrography, nautical cartography, and marine geospatial data standards, including the S-100 framework.
- High level of written and oral communication skills in English.
- Experience in managing international and multicultural teams.
- Knowledge of Korean language and/or experience working in the Republic of Korea is desirable.

### **Selection**

- Initial selection will be based on an assessment of degrees, diplomas, documents and other evidence provided by the candidate to substantiate the knowledge, skills and experience described above.
- Final selection will be based on an interview conducted by the Secretary-General and Directors.

## Annex B

### JOB DESCRIPTION

<b>POSITION:</b>	Deputy Centre Manager
<b>GRADE:</b>	P-3
<b>RECRUITMENT:</b>	International
<b>REPORTS TO:</b>	Centre Manager (operational); IHO Director – Technical Programme (administrative policy)
<b>ASSISTS:</b>	Centre Manager, Directing Committee as required. Acts as Centre Manager in his/her absence.
<b>Location:</b>	Busan

#### **Responsibilities**

- Assist the Centre Manager in the day-to-day administration and operations of the Infrastructure Centre.
- Act as Centre Manager during the absence of the Centre Manager, with full authority over Centre operations.
- Manage administrative, financial, and human resources functions of the Centre, including budget execution, payroll coordination, procurement, and contract management.
- Ensure compliance with Korean regulatory requirements, including business registration, tax obligations, immigration procedures for international staff, and banking operations.
- Coordinate with the Host Country authorities (KHOA, local government, immigration offices, banks) on administrative matters.
- Support the Centre Manager in multi-source project coordination and reporting, including technical coordination across the Centre's functions.
- Develop and maintain internal administrative procedures, records management, and archiving systems.
- Provide settlement support for international staff including visa arrangements, housing guidance, and local orientation.
- Support the preparation of official documents, meeting operations, and event coordination.
- Liaise with IHO Secretariat in Monaco on administrative and HR matters.

#### **Knowledge, Skills and Experience Required**

- Knowledge and experience in administration, finance, and/or project management within an international organization or a public sector.
- Understanding of IHO programmes and institutional structure.

- Knowledge and experience in hydrography, nautical cartography, and marine geospatial data standards, including the S-100 framework.
- Knowledge of Korean administrative and regulatory procedures, including immigration, taxation, and business registration.
- Experience in budget management, procurement, and oversight of outsourced service contracts.
- Experience preparing job announcements for technical positions in international organizations.
- Strong understanding of IHO basic documents governing IHO Infrastructure Center human resources, host country agreement, and other institutional requirements.
- Experience in the establishment or early operational phase of an international organization.
- High level proficiency in the use of office applications and financial management tools.
- High level of written and oral communication skills in English.
- Proficiency in Korean language is highly desirable.
- Experience working in cross-cultural environments.

### **Selection**

- Initial selection will be based on an assessment of degrees, diplomas, documents and other evidence provided by the candidate to substantiate the knowledge, skills and experience described above.
- Final selection will be based on an interview conducted by the IHO Secretariat.

## Annex C

### JOB DESCRIPTION

<b>POSITION:</b>	Registry Manager
<b>GRADE:</b>	P-3
<b>RECRUITMENT:</b>	International
<b>REPORTS TO:</b>	Centre Manager (operational); IHO Assistant Director – Technical Programme (content management)
<b>ASSISTS:</b>	Centre Manager and relevant IHO technical bodies
<b>Location:</b>	Monaco

#### **Responsibilities**

- Manage the technical operations of the Geospatial Information (GI) Registry hosted at the Infrastructure Centre.
- Ensure the hosting, availability, and software maintenance of the GI Registry systems.
- Administer registry content in coordination with domain control bodies, including concept register, data dictionary register, portrayal register, product specification registers, producer code register.
- Support to maintain IHO GitHub (Metanorma) for the S-100 product specification maintenance lifecycle.
- Support IHO approval process of technical publication.
- Manage the IHO technical publication on the IHO systems (homepage/portal).
- Manage the S-100 Toolkit lifecycle, including version control, testing, and distribution.
- Implement registry content change logs, version control mechanisms, and automation improvements.
- Perform preliminary technical reviews of Registry proposals and Feature Catalogue structure validation.
- Provide technical advisory support to S-100 domain owner on the GI Registry usage and S-100 product specifications.
- Coordinate with the Registry policy management function at IHO Headquarters in Monaco.
- Support the maintenance and extension of S-99 – Operational Procedures for the Organization and Management of the GI Registry.
- Provide support for S-100 Product Specification lifecycle activities.

#### **Knowledge, Skills and Experience Required**

- Knowledge and experience in GIS standards, geospatial data modelling, and registry/catalogue management systems.

- Solid understanding of the S-100 framework, including Feature Catalogues, Portrayal Catalogues, and the GI Registry structure.
- Experience in software system administration, database management, and IT infrastructure operations.
- Knowledge of version control systems (e.g., Git/GitHub) and automated build/test workflows.
- Understanding of IHO programmes and the S-100 Product Specification development process.
- High level of written and oral communication skills in English.
- High level proficiency in the use of standard office applications and technical documentation tools.
- Experience in providing technical support/training to diverse international users is desirable.
- Knowledge of Metanorma publication framework is desirable.

### **Selection**

- Initial selection will be based on an assessment of degrees, diplomas, documents and other evidence provided by the candidate to substantiate the knowledge, skills and experience described above.
- Final selection will be based on an interview conducted by the IHO Secretariat.

## Annex D

### JOB DESCRIPTION

<b>POSITION:</b>	Security Scheme Operation Officer
<b>GRADE:</b>	P-3
<b>RECRUITMENT:</b>	International
<b>REPORTS TO:</b>	Centre Manager (operational); IHO Assistant Director – Technical Programme (policy)
<b>ASSISTS:</b>	Centre Manager and relevant IHO bodies.
<b>Location:</b>	Busan

#### **Responsibilities**

- Manage the day-to-day operations of the IHO Security Scheme, including processing of OEM, Data Server, and Data Producer applications.
- Manage PKI systems, including digital certificate issuance, renewal, and revocation.
- Operate API-based participant services (Data Protection Application and IP based distribution).
- Manage cryptographic key management and secure communications infrastructure.
- Conduct participant vetting, onboarding, and lifecycle management for IHO Security Scheme participants.
- Support to develop and maintain security policies, incident response procedures, and compliance documentation.
- Coordinate periodic security audits, vulnerability assessments, and penetration testing, including third-party assessments.
- Monitor technology lifecycle developments, including PKI modernization and quantum-readiness considerations.
- Provide secretariat support to the proposed Strategic Steering Committee for IHO Security Scheme governance.
- Support the implementation of IHO Security Scheme as defined in the IHO Work Programme.

#### **Knowledge, Skills and Experience Required**

- Demonstrated ICT security skills and experience, including PKI management, digital certificate operations, and cryptographic systems.
- Knowledge and experience in information security policy development, incident response, and security audit procedures.
- Understanding of the S-100 framework and the S-100 Data Protection Scheme (including S-63).
- Knowledge of SECOM (Secure Communication) protocols and maritime data security standards is desirable.

- Experience in participant/subscriber lifecycle management in a PKI or trust framework environment.
- High level of written and oral communication skills in English.
- Security vetting clearance or willingness to undergo security vetting.
- High level proficiency in the use of security tools, PKI management platforms, and standard office applications.
- Knowledge of hydrography, nautical cartography, or marine geospatial data standards is desirable.
- Experience working with international organizations or standards bodies is desirable.

### **Selection**

- Initial selection will be based on an assessment of degrees, diplomas, documents and other evidence provided by the candidate to substantiate the knowledge, skills and experience described above.
- Final selection will be based on an interview conducted by the IHO Secretariat.

## Annex E

### JOB DESCRIPTION

<b>POSITION:</b>	Registry Technician
<b>GRADE:</b>	BL-2
<b>RECRUITMENT:</b>	Local (Republic of Korea)
<b>REPORTS TO:</b>	Registry Manager; Centre Manager
<b>ASSISTS:</b>	Registry Manager in technical operations of the GI Registry
<b>Location:</b>	Busan

#### **Responsibilities**

- Provide technical support for the day-to-day operations and maintenance of the GI Registry systems.
- Assist in system administration, database management, and routine maintenance of Registry infrastructure.
- Support the Registry Manager in content administration, including data entry, validation, and quality assurance of Registry records.
- Assist in testing and deployment of S-100 Toolkit updates and Registry software upgrades.
- Maintain documentation of technical procedures, system configurations and manual, and operational logs.
- Provide first-line user support to IHO bodies and stakeholders accessing the GI Registry.
- Support automation improvements and scripting tasks for Registry operations.
- Monitor and support to address technical issues related to the S-100 infra systems, including Registry and S-100 toolkit.

#### **Knowledge, Skills and Experience Required**

- Knowledge and experience in IT system administration, database management, and/or web application support.
- Basic understanding of GIS concepts, geospatial data standards, and/or the S-100 framework.
- Experience with version control systems (e.g., Git) and basic scripting/programming skills.
- Working proficiency in English (written and oral) sufficient for technical communication.
- Proficiency in Korean language.
- Proficiency in the use of standard office applications.

#### **Selection**

- Initial selection will be based on an assessment of degrees, diplomas, documents and other evidence provided by the candidate to substantiate the knowledge, skills and experience described above.
- Final selection will be based on an interview conducted by the IHO Secretariat.

## Annex F

### JOB DESCRIPTION

<b>POSITION:</b>	Project Manager
<b>GRADE:</b>	BL-3
<b>RECRUITMENT:</b>	Local (Republic of Korea)
<b>REPORTS TO:</b>	Centre Manager; Deputy Centre Manager
<b>ASSISTS:</b>	Centre Manager and Deputy Centre Manager in cross-project coordination
<b>Location:</b>	Busan

#### **Responsibilities**

- Coordinate project activities across the Infrastructure Centre's multiple workstreams and funding sources.
- Develop and maintain project plans, timelines, milestones, and deliverable tracking for Centre programmes.
- Work with Centre Manager and assigned Technical Project Leads to collect and consolidate project deliverables, including timelines, cost, and other inputs as necessary.
- Support budget planning and monitoring, including tracking of expenditures against work programme targets.
- Prepare progress reports, status updates, and briefing materials for internal and external stakeholders.
- Prepare and run quarterly project management meetings with all required stakeholders.
- Design and manage digital dashboard for IHO projects as identified by the Centre Manager.
- Coordinate across the Centre's technical leads (S-100 PS, Registry, Security, etc.) to ensure alignment and resource optimization.
- Develop and maintain working procedures, documentation standards, and quality management systems.
- Assist in the preparation and coordination of meetings, workshops, and events hosted by the Centre.
- Support IHO Headquarter to communicate with IHO Member States, partner institutions, and external stakeholders.
- Manage administrative coordination tasks including records management, correspondence, and filing systems.

#### **Knowledge, Skills and Experience Required**

- Knowledge and experience in project management, including planning, scheduling, and performance reporting.
- Knowledge of project management methodologies (e.g. PMP, PRINCE2, Agile, or equivalent)
- Knowledge of risk and issue management frameworks.
- Proficiency in project management tools (e.g. MS Project, Jira, Asana, or equivalent).
- Excellent organizational and coordination skills with ability to manage multiple concurrent workstreams.
- High level of written and oral communication skills in English, sufficient for international coordination.
- Proven experience managing projects from initiation through to delivery.
- Experience managing external contractors or service providers
- Proficiency in Korean language.
- Experience in preparing professional reports, presentations, and meeting documentation.
- Proficiency in project management tools and standard office applications.
- Knowledge of hydrography, maritime geospatial information, or international organization operations is desirable.
- Experience working in a multicultural or international environment is desirable.

### **Selection**

- Initial selection will be based on an assessment of degrees, diplomas, documents and other evidence provided by the candidate to substantiate the knowledge, skills and experience described above.
- Final selection will be based on an interview conducted by the IHO Secretariat.