



IHO File No. S3/2546

CIRCULAR LETTER N° 30/2026
08 June 2026

GEBCO SECRETARIAT

EMPLOYMENT OPPORTUNITY – GEBCO POLICY OFFICER

References:

- A. IHO A4 Decision 21 – GEBCO Secretariat
- B. IHO Publication M-7 – Staff Regulations (Edition 10.0.0, 2026)

Dear Hydrographer,

1. Following the decision of the 4th Session of the IHO Assembly to establish a dedicated GEBCO Secretariat embedded into the IHO Secretariat in Monaco (Reference A), the Secretary-General is pleased to announce the recruitment for the position of GEBCO Policy Officer.
2. As set out in IHO A4 proposal 3.4, the GEBCO Secretariat will support the implementation of the GEBCO Strategy, coordinate delivery of the GEBCO Programme portfolio, develop policy and funding partnerships, and ensure effective governance and reporting to the IHO and IOC. The GEBCO Secretariat's core responsibilities include:
 - Administering the GEBCO Work Plan and Fund;
 - Overseeing delivery of strategy and governance review recommendations;
 - Shaping a conducive policy environment for seabed mapping;
 - Coordinating global mapping initiatives;
 - Identifying new partnerships and funding opportunities; and
 - Provide key linkage with the related and complementary activities of the Parent Organizations (IHO and IOC);
 - Coordinate strategic communication and outreach.
3. The initial staffing (and responsibilities) of the GEBCO Secretariat will comprise:
 - **Head of the GEBCO Secretariat:** Secretary to the GEBCO Guiding Committee. Leadership and management of the GEBCO Secretariat.
 - **GEBCO Policy Officer:** Manages discrete activities, coordinates funding submissions, and leads position paper development.
 - **GEBCO Programme Manager:** Responsible for the GEBCO work plan and budget development, project portfolio oversight, and providing secretarial support to Sub-Committees. Manages financial and general administration.
 - **Contracted Services** (as needed): For activity scoping, funding submissions, and project management.

4. As set out in reference A, the role of Head of the GEBCO Secretariat will be performed by the Assistant Director responsible for GEBCO. At present, the GEBCO Programme Manager position is being fulfilled by a seconded Associate Professional Officer to the IHO Secretariat. Therefore, the initial GEBCO Secretariat recruitment will focus on the vacant position of GEBCO Policy Officer.
5. The creation of the GEBCO Policy Officer role is in direct response to the expanded ambition set out in the GEBCO Strategy 2024 – 2030 and will provide critical support to GEBCO's strategic policy initiatives, funding coordination, and advocacy activities. In addition to developing key policy and process documents and managing stakeholder relationships, this role also encompasses responsibilities related to project coordination, administrative support, and general programme management.

Applications

6. The GEBCO Policy Officer role will initially be a 3 Year Fixed Term Appointment (FTA) with the possibility of extension subject to performance and continued funding. The relevant conditions of service for locally recruited members of staff are set out in the IHO Publication M-7 – Staff Regulations (Reference B), which is available on the IHO website. Salary scales for the duty station of Monaco are based on the International Civil Service Commission (ICSC) framework, adjusted according to the Monaco post adjustment index.
7. Applications should be made by submitting a detailed CV and covering letter specifically address the expected responsibilities, skills, qualifications and experience required as set out in the Job description and Annex A.
8. In addition to a CV and covering letter, applicants are encouraged to 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.
9. In accordance with Article 5.3 of Reference B, certified copies of the certificates of qualifications should accompany the application.
10. It should be noted that applicants do not necessarily have to be currently employed by a National Hydrographic entity or nominated by the respective National Hydrographer. However, a written endorsement of the applicant by the National Hydrographer, or equivalent head of the Applicant's current employer will be given significant weight during the selection process.
11. National Hydrographers are encouraged to share this employment opportunity with other national and international organizations operating in the broader field of ocean science, as candidates with the required skills, qualifications and experience may not necessarily come from a hydrographic background.
12. The closing date for applications is **31 July 2026**. Interviews are expected to take place at the end of August or the beginning of September. Applications should be sent to: **cl-ic@iho.int** in digital format.
13. 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.
14. In accordance with Article 5.4 of Reference B, 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.
15. Prospective candidates are encouraged to contact the Head of the GEBCO Secretariat, Assistant

Director Samuel Harper (samuel.harper@iho.int) should they wish to discuss the role or seek further information.

On behalf of the Secretary-General
Yours sincerely,

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

Luigi Sinapi
Director

Annex: Job Description: GEBCO Policy Officer (P-3, International)

GEBCO Policy Officer Job Description

Job Title: GEBCO Policy Officer

Location: GEBCO Secretariat, Principality of Monaco (co-located with IHO Secretariat)

Reporting to: IHO Assistant Director (Head of GEBCO Secretariat)

Grade: UN P3/IHO M3/1 Index 926

Duration: Fixed Term Appointment (FTA) for 3 years with the possibility of extension subject to funding

Position Summary:

Reporting to the Head of the GEBCO Secretariat, the GEBCO Policy Officer provides critical support to GEBCO's strategic policy initiatives, funding coordination, and advocacy activities. In addition to developing key policy and process documents and managing stakeholder relationships, this role also encompasses responsibilities related to project coordination, administrative support, and general programme management. The Policy Officer will work closely with the GEBCO Programme Manager and relevant stakeholders to ensure smooth operational delivery and effective management of GEBCO's expanding project portfolio.

Responsibilities

- **Policy and Strategic Support:**
 - Prepare comprehensive position papers, policy briefs, advocacy documents, and related communications material to enhance GEBCO's visibility and influence in ocean mapping and governance.
 - Contribute substantively to strategic planning and policy development processes, ensuring alignment of GEBCO's initiatives with international ocean policies and frameworks.
- **Funding Coordination and Support:**
 - Coordinate and develop funding submissions and grant applications, liaising with internal subject matter experts, project leads, and external partners to ensure timely submission and accuracy.
 - Maintain oversight of funding-related documentation, managing reporting schedules, compliance requirements, and communication with funding bodies.
- **Project Management and Coordination:**
 - Support the management and coordination of discrete projects within GEBCO's portfolio, including tracking project milestones, preparing progress reports, and assisting in the development of project governance documentation.
 - Provide administrative support in managing competitive tendering processes, contracts, and project procurement activities, adhering to established financial and operational guidelines.

- **General Administrative Duties:**
 - Assist in organizing meetings, workshops, seminars, and conferences, including logistical arrangements, preparation of agendas, supporting documentation, and maintaining accurate records and action points.
 - Support the preparation of periodic progress reports, annual work plans, and budget documentation, providing administrative coordination across GEBCO's various committees and sub-committees.
- **Stakeholder and Partner Engagement:**
 - Engage regularly with international organizations, national institutions, academic entities, industry partners, and civil society groups to foster collaborative relationships and promote GEBCO's policy objectives.
 - Represent GEBCO Secretariat as needed at external meetings, conferences, and events, articulating policy positions and advancing stakeholder relationships.
- **Operational Improvement and Risk Management:**
 - Contribute to the maintenance of GEBCO's standard operating procedures (SOPs), risk register, and continuous improvement frameworks, ensuring consistency of processes and supporting effective risk mitigation across GEBCO activities.

Qualifications and Skills:

- Advanced University degree in Public Policy, International Relations, Marine Science, Environmental Management, Project Management, Business Administration, or related disciplines.
- Minimum of 7 years relevant experience in policy support, administrative coordination, project management, and stakeholder engagement, preferably within international or intergovernmental contexts.
- Demonstrated capability in preparing detailed and successful funding proposals and policy advocacy documentation.
- Practical experience in general project administration, management of contracts, tender processes, and oversight of administrative procedures.
- Strong organizational, communication, and diplomatic skills, with proven capability in liaising effectively across diverse stakeholder groups.
- Proficient project management skills including experience with monitoring and reporting on projects, milestones tracking, and risk management processes.
- Fluency in English; working knowledge of French is desirable.