

IHO File No. S1/0506

CIRCULAR LETTER N° 35
23 June 2026

PROJECT-BASED SUPPORT OPPORTUNITIES IN THE IHO SECRETARIAT

References:

- A. IHO Resolution 3/1987 as amended – *Secondment of personnel from Member States to the IHO Secretariat*
- B. IHO Circular Letter 95/2012 dated 12 November 2012 – *List of projects available for personnel seconded from Member States to the IHB*
- C. IHO Circular Letter 18/2023 dated 19 May 2023 – *Project-based support opportunities in the IHO Secretariat*

Dear Hydrographer,

1. Under the terms of IHO Resolution 3/1987 (Reference A), the Organization has benefited from the generous placement of several officers from IHO Member States to assist in progressing the work of the IHO.
2. In accordance with Reference B, the IHO Secretariat identifies a number of priority projects that could be progressed more quickly if suitably experienced officers were made available by Member States to work in the Secretariat on those projects.
3. Officers accepted to work on these or similar projects in the IHO Secretariat will normally be employed as Associate Professional Officers (APO) under the job description shown in Annex B to this Circular Letter and under the general terms and conditions set out in Reference A.
4. Reference C states that Ms Inyoung PARK from the Republic of Korea has been working as an APO since October 2023 to contribute substantively to the management and development of business level projects at the IHO. Since her contract will be completed in early October 2026, Member States that are interested in nominating qualified personnel to work as an APO in the IHO Secretariat are encouraged to submit their nominations at their earliest convenience.

5. Applications for such a position should include a detailed curriculum vitae and a letter of motivation addressing relevant topics listed in Annex A of this letter and identify the required knowledge, skills and experience criteria listed in Annex B, together with certified copies of any supporting documents.

6. As indicated in Reference A, employment in the Secretariat may be of different lengths of time. However, recent experience has shown that for officers engaged in long-term projects such as those described in Annex A, a period of at least two years is preferable, in order to achieve continuity and to minimize disruption, both to the personnel and to the Secretariat.

Yours sincerely,



Dr Mathias JONAS
Secretary-General

Annex:

- A. List of priority projects that may be undertaken by an Associate Professional Officer in the IHO Secretariat
- B. Job description for an Associate Professional Officer

Lists of priority projects that may be undertaken by an Associate Professional Officer in the IHO Secretariat

- Provide GIS development support with emphasis on the development and implementation of web map server technologies and applications, particularly in support of the IHO information databases and their extensions in support of the Regional Hydrographic Commissions.
- Assist in the concept design and implementation phase of web-based portals to support and promote regional and international cooperation in Marine Geospatial Information (MGI) and e-learning on all aspects of hydrography.
- Assist with IHO Publication P-5 (*IHO Yearbook*) updates as maintained at the IHO Portal for the IHO Member States and Regional Hydrographic Committees (RHCs).
- Support the monitoring of IHO Strategic Planning and Performance Indicators at the IHO Secretariat.
- Assist in the reorganization of the IHO Secretariat library and implement online access of its resources.
- Assist in the development and implementation of Capacity Development procedures and publications, as well as the development of an information database to support the IHO Capacity Development Programme, including the web-based presentation of relevant information.
- Support the IHO-KHOA Technical Coordination Board as a system manager.
- Support capacity development activities associated with IHO S-5 Category A and Category B programmes and e-learning courses, including the coordination of assessments and communication with Member States.

JOB DESCRIPTION

Position: Associate Professional Officer (APO)

Primary Manager: Director of Technology (DTech)

RESPONSIBILITIES

Under the overall supervision of the relevant Programme Director and in liaison with the appropriate Assistant Director and any applicable IHO Working Groups, as required, undertake project related activities that advance the objectives of the IHO and the execution of the IHO Work Programme.

Projects can include, but are not limited to:

- the maintenance or development of IHO standards, guidelines and doctrine, including researching, developing, drafting and reviewing relevant supporting documentation;
- the development of office and database applications in support of the functions of the Secretariat of the IHO, in particular the management and administration of the IHO standards, the IHO Capacity Development Programme and the IHO Portal;
- the analysis of data and information held and managed by the Secretariat; and as a consequence, the identification of trends that may impact on the IHO's objectives and work plans; and
- assisting the Secretariat in its support of the IHO programmes, such as capacity development and technical programmes and other activities evolving from the Strategic Plan.

PROFESSIONAL REQUIREMENTS

Technical skills

Thorough understanding of relevant IHO standards and guidelines and their practical application.

Competency in the use of relevant IT applications, including internet, spreadsheets, databases, and word processing applications.

Knowledge and understanding of the IHO programmes and activities would be an advantage.

Language skills

Good command of written and spoken English, particularly in relation to hydrography and related ocean sciences and technical subjects.

Other skills and experience

Significant government service in hydrography.

Good conceptual, analytical, scientific, organizational, and drafting skills.

Good communication skills and capacity to collaborate with a diverse range of representatives within the IHO including the Secretariat and stakeholders community.

Ability to conduct independent research and analysis, identify issues, formulate options and make recommendations.