

Dossier de la OHI N° S1/0502

CARTA CIRCULAR 32/2023
03 de octubre del 2023

**VACANTE PARA UN PUESTO DE ADJUNTO A LOS DIRECTORES
EN LA SECRETARIA DE LA OHI**

Referencia: Publicación de la OHI M-7, Edición 9.0.0, Julio del 2023 - *Reglamento del Personal*

Estimado(a) Director(a),

1. El Secretario General desea informarle de que la Secretaría de la OHI solicita candidaturas para el puesto de Adjunto a los Directores de Cartografía y Servicios, que quedará vacante el **25 de octubre del 2024**.
2. Las condiciones relevantes de servicio para este puesto (Categoría: Adjunto a los Directores / Miembros del Personal Reclutados Internacionalmente) se establecen en la Publicación M-7 de la OHI – *Reglamento del Personal* de la Referencia, que está disponible en la página web de la OHI. Se invita a los candidatos a leerla con atención.
3. Los candidatos deberán referirse específicamente a los criterios de conocimientos, aptitudes y experiencia requeridos, que se enumeran en la Descripción del Puesto que se adjunta en el Anexo A y que deberán incluirse en un Currículum Vitae detallado.
4. Los candidatos deberán, en la medida de lo posible, presentar sus candidaturas a través del representante oficial de su Estado Miembro que, al remitir la candidatura, deberá incluir su opinión y cualquier otra información relevante que pueda ser de utilidad para ayudar al Secretario General a tomar una decisión.
5. De acuerdo con el Artículo 5.3 de la Referencia, deberán acompañar la candidatura copias de los certificados de sus cualificaciones. Los candidatos de procedencia internacional deben remitir referencias de buena fe que certifiquen sus cualificaciones profesionales y su integridad.
6. La Secretaría de la OHI preferiría que no hubiese más de una candidatura por Estado Miembro. Sin embargo, si hay más de un candidato de peso de un Estado en particular, se podrán presentar candidaturas adicionales de acuerdo con el punto 3. En este caso, la autoridad competente que presente las candidaturas deberá dar su opinión sobre la aptitud de cada uno de los candidatos y proporcionar un análisis comparativo de los candidatos.
7. La fecha final de cierre para la recepción de candidaturas es el **31 de enero del 2024**. Las candidaturas se deberán enviar a: cl-lc@iho.int en formato digital.
8. La selección inicial se basará en una evaluación de los títulos, diplomas, documentos y otras pruebas aportadas por los candidatos para justificar las cualificaciones profesionales, aptitudes y experiencia solicitadas.

9. La selección final para este puesto se basará en las entrevistas realizadas por el Secretario General y los Directores. Está previsto anunciar la selección del nuevo Adjunto a los Directores **no más tarde del 31 de marzo del 2024**.

10. De acuerdo con el Artículo 5.4 de la Referencia, este nombramiento estará condicionado a la certificación por un médico oficial designado por la Secretaría de que el(la) candidato(a) no padece ninguna afección médica que pueda interferir en el debido cumplimiento de sus funciones.

11. Por razones administrativas y prácticas, se ruega que los candidatos y los organismos que los apoyan tengan en cuenta que está previsto que el período de relevo para este puesto comience el **02 de septiembre del 2024**. En esa fecha se nombrará oficialmente al nuevo Adjunto a los Directores.

Atentamente,



Dr. Mathias JONAS
Secretario General

Anexo A: *(solo en inglés)*
Descripción del Puesto: Adjunto a los Directores de Cartografía y Servicios

Apéndice: *(solo en inglés)*
Lista de Tareas del Programa de Trabajo de la OHI para 2024-2026 asignadas actualmente al puesto, como Administrador Principal en apoyo del Secretario General o Director Principal.

JOB DESCRIPTION

POSITION:	Assistant Director Charting & Services
REPORTS TO:	IHO Director - Technical Programme (DTech) ¹
ASSISTS	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.

¹ **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 Manager²
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 4th Session of the IHO Assembly

² **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