



IHB File No. S1/0506

CIRCULAR LETTER 58/2016

21 October 2016

**PROJECT-BASED SUPPORT OPPORTUNITIES IN THE IHO SECRETARIAT**

**References:**

- A. IHO Resolution 3/1987 as amended – *Secondment of personnel from Member States to the IHB*
- B. IHO Circular Letter 95/2012 dated 12 November 2012 - *List of projects available for personnel seconded from Member States to the IHB*

Dear Hydrographer,

1. In recent years, under the terms of IHO Resolution 3/1987 (Reference A), the Organization has benefitted 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 A, the Directing Committee has undertaken its regular review of the activities of the IHO Secretariat in relation to the IHO Work Programme and is now providing an update to Reference B that 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. The projects are described in Annex A.
3. Officers accepted to work on these or similar projects in the IHO Secretariat will normally be employed as an Associate Professional Officer (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. Member States that are able to nominate suitable personnel to work as an APO in the IHO Secretariat are encouraged to submit their applications 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 identifying 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 differing 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.

On behalf of the Directing Committee,

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Robert Ward', is placed above the printed name.

Robert WARD  
President

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

**Annex 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 Esri-based 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 development and implementation of revised Capacity Building procedures and publications. Assist in the development of an information data base to support the IHO Capacity Building Programme, including the web-based presentation of relevant information.
- Develop proposals to enhance IHO Publication C-55 - *Status of Hydrographic Surveying and Nautical Charting Worldwide* based on an initial user requirement statement developed by the Inter-Regional Coordination Committee.
- Further develop supporting IHO documentation in the Spanish language, in particular the IHO on-line dictionary and associated database capabilities.
- Further develop and implement the IHO strategic planning and performance monitoring process at the IHO Secretariat.

## JOB DESCRIPTION

**Position:** Associate Professional Officer (APO)

**Primary Manager:** Relevant Programme Director

### 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's 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's technical standards, the IHO Capacity Building Programme and the IHO website;
- 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 building and technical programmes.

### 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 technical subjects.

#### *Other skills and experience*

Significant government service directly related to 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 and stakeholders community.

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