



International Oil Pollution  
Compensation Funds

Reference	IOPC/2020/PER/Circ.1
Date	14 July 2020
1992 Fund Assembly	●
Supplementary Fund Assembly	

To: Member States of the International Oil Pollution Compensation Fund, 1992 (1992 Fund)

Subject: **Vacancy N° 2020-1**

**POLICY OFFICER**

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The Director of the International Oil Pollution Compensation Fund, 1992 (1992 Fund) has the honour to enclose Vacancy Notice N°2020-1 for the post of **Policy Officer** which is to be filled as soon as possible.

To apply, a completed Personal History Form and cover letter should be submitted by email to the IOPC Funds' Secretariat as soon as possible and no later than 31 August 2020.

Candidates from 1992 Fund Member States only will be considered. A copy of the Personal History Form and the list of 1992 Fund Member States can be found on the Funds' website ([www.iopcfunds.org](http://www.iopcfunds.org)).

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## INTERNATIONAL OIL POLLUTION COMPENSATION FUND, 1992

### VACANCY NOTICE N° 2020-1

<b>POST</b>	Policy Officer, Director's Office
<b>DUTY STATION</b>	London, United Kingdom
<b>GRADE</b>	P.3/P4 <sup>&lt;1&gt;</sup>
<b>STARTING SALARY</b>	<p>Base salary for P.3, Step 1, is USD 60 962 net per annum free of United Kingdom income tax.</p> <p>Cost of Living Allowances:</p> <p>The Staff Regulations and Rules of the 1992 Fund provide for the payment of a 'post adjustment' in addition to the base salary. This payment is made to preserve the equivalent standards of living at different duty stations within the United Nations system by the application of an allowance based on relative costs of living, standards of living, exchange rate and related factors at the duty station as compared to New York. The amount is determined by multiplying one percent of the net base salary by a multiplier reflecting the classification of the duty station concerned. The current multiplier for London for the month of June 2020 is 59.20 and the exchange rate is £0.79 to the USD.</p> <p>The base salary of USD 60 962 plus post adjustment of USD 36 089 gives a total of USD 97 051 per annum free of United Kingdom income tax.</p> <p>For additional information on emoluments and other entitlements, see summary set out at the annex.</p>
<b>NATURE OF APPOINTMENT</b>	Fixed term of three years with the possibility of prolongation.
<b>ROLE</b>	Under the general guidance and oversight of the Director, to provide expertise and be key adviser to the Director on policy matters to facilitate proactive decision-making.
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"><li><b>Policy Matters</b><ul style="list-style-type: none"><li>To provide assistance and advice to the Director on policy matters as related to decisions of the governing bodies, including, but not limited to, revision of the Conventions and of the Claims Manual as required, and dialogue with stakeholders of the IOPC Funds, such as key Contracting States, other international organisations and other strategic partners.</li><li>To institute and facilitate the implementation of a risk management framework applicable to the Funds' specific needs, coordinating and closely monitoring outcomes as part of the annual review process; and managing</li></ul></li></ol>

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<sup><1></sup> The selected candidate is expected to be recruited at the P3 grade and moved to the higher grade after a period of time decided by the Director, depending on the experience and qualifications of the selected candidate.

and monitoring the work of experts on the IOPC Funds' internal audit programme.

- To monitor the Headquarter's Agreements with the host State, the voluntary Agreements with the shipping industry (STOPIA & TOPIA<sup><2></sup>) and the various Memorandums of Understanding entered into by the IOPC Funds.
- In close cooperation with IMO, to research, and monitor the implementation of the international liability and compensation regime into national laws in Member States; consequently provide appropriate recommendations and possible remedial action to (prospective) Member States; and consider and recommend potential measures to address identified issues in accordance with the Funds' policies and accepted processes, with emphasis on the Civil Liability and Fund Conventions and the Supplementary Fund Protocol.
- To give advice and support to members of the Secretariat in relation to the preparation and entry into force of the 2010 HNS Protocol, in particular focusing on policy issues, scrutinising and commenting on policy aspects, draft letters, agreements, and other texts/documents.
- To draft, finalise and/or review documents for the governing bodies as directed, to ensure accuracy and completeness with particular attention to policy matters.
- To play an advisory role to the Management Team on policy-related matters and attend Management Team meetings as and when required.

## 2. **Strategic Planning**

- To facilitate the internal implementation and reporting of the Organisations' work plan and other associated plans, monitoring their application and proposing improvements.

## 3. **Claims related Activities**

- As assigned, to examine, from a policy point of view, claims arising from specific incidents, recommending final or partial settlements of claims in close collaboration with the Head of the Claims Department.

## 4. **External Relations**

- To serve as adviser to the Director in respect of the relationship of the IOPC Funds with key Contracting States, other international organisations and strategic partners, as mentioned above, in close collaboration with the Head of External Relations and Conference.
- To represent the Funds at international meetings, IMO, conferences, workshops and other events with emphasis on establishing and furthering relationships with a broad range of official representatives; responding to complex enquiries on the policies and strategies of the Funds; as well as giving lectures and delivering presentations.

## 5. **Miscellaneous**

- Perform other related responsibilities, including replacing and/or backstopping for others.

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<sup><2></sup>

Small Tanker Oil Pollution Indemnification Agreement (STOPIA) and Tanker Oil Pollution Indemnification Agreement (TOPIA). Read more here: <https://iopcfunds.org/about-us/legal-framework/stopia-and-topia/>

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**QUALIFICATIONS AND EXPERIENCE**

- Advanced university degree in issues pertaining to policy matters with at least seven years' experience in similar positions at national and international levels; knowledge of public administration desirable.
- Excellent working knowledge (perfect command) of English; working knowledge of French or Spanish desirable.
- Computer literacy with a good knowledge of Microsoft office suite and databases.

**PERSONAL COMPETENCIES AND QUALITIES**

- Ability to analyse complex policy issues and to be able to negotiate to safeguard the interests of the Funds.
- Ability to identify, analyse, prioritise assignments and resolve issues independently.
- Willingness to learn from others, able to work in a multi-cultural environment, working transparently, building trust and confidence with colleagues.
- Ability to work under pressure, monitor and adjust to demands.
- Demonstrate professional competence and mastery of subject matter.
- Ability to research information from a variety of sources.
- Communicate in a credible and effective way with tact, diplomacy and discretion.
- Demonstrate openness in sharing information and keeping people informed.
- Work collaboratively with others to achieve results.
- Setting an example.
- Delegate work to others providing them with direction and support.
- Foresee risks and allow for contingencies when planning.

**APPLICATIONS**

For your application to be considered, you must submit a completed 1992 Fund Personal History Form along with a covering letter stating your reasons for applying for the vacancy.

Applications should be sent **electronically** to [recruitment@iopcfunds.org](mailto:recruitment@iopcfunds.org).

Telephone: +44-20-7592-7108

E-mail: [recruitment@iopcfunds.org](mailto:recruitment@iopcfunds.org)

Website: [www.iopcfunds.org](http://www.iopcfunds.org)

**CLOSING DATE**

Applications quoting the vacancy notice number should be sent as soon as possible but not later than 31 August 2020.

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## ANNEX

### SUMMARY OF CERTAIN CONDITIONS APPLICABLE TO THE PROFESSIONAL CATEGORY STAFF OF THE IOPC FUNDS SECRETARIAT<sup><1></sup>

#### SALARY

The net salary mentioned is net after staff assessment, free of income tax in the United Kingdom and subject to certain allowances and deductions as specified below.

##### **Dependency Allowance**

A dependent spouse allowance in the amount of 6 per cent of net base salary plus post adjustment, regardless of where the spouse resides.

A single parent allowance in respect of the first dependent child in the amount of 6 per cent of net base salary plus post adjustment.

Where there is no dependent spouse, a single annual allowance of UK £664 for either a dependent parent, a dependent brother or a dependent sister.

UK £1 898 per annum for each dependent child.

##### **Education Grant**

For a staff member whose duty station is outside his or her home country, an education grant is paid under certain conditions for each dependent child attending school or university in or outside the home country of the staff member.

##### **Rental Subsidy**

Under certain circumstances a rental subsidy may be granted to staff members newly arrived at the duty station when the rent represents a significant proportion of the total remuneration.

##### **Repatriation Grant**

A repatriation grant designed to assist a staff member to re-establish in his or her home country is paid on separation from service. A minimum of five years of service is required for the payment of the repatriation grant. The amount of the grant is proportional to the length of service and family status is also taken into account.

##### **Provident Fund**

In lieu of a pension fund, staff members will participate in a Provident Fund to which both the 1992 Fund and the staff members contribute. The staff member contributes 7.9% and the Organisation 15.8% of the pensionable remuneration. Staff members may also contribute an additional voluntary amount of up to 23.7% of their pensionable remuneration.

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<sup><1></sup> The terms and conditions of appointments to the IOPC Funds Secretariat are laid down in the Staff Regulations and Rules of the 1992 Fund.

## **LEAVE**

### **Annual Leave**

Thirty working days per year on full salary.

### **Home Leave**

A staff member whose duty station is outside the home country is entitled, once in every two years, to visit with eligible dependants the place of his or her recognised home at the expense of the 1992 Fund.

### **Sick Leave**

Up to nine months on full pay in any period of four consecutive years.

## **HEALTH INSURANCE<2>**

Staff members and their eligible family members are enrolled onto the CIGNA group medical and dental insurance scheme, providing world-wide coverage.

## **TRAVEL AND RELATED EXPENSES**

### **Travel**

The 1992 Fund pays the cost of travel on appointment and, provided more than one year's service has been completed, on separation. Provided appointment is for one year or longer, travel costs are met for eligible dependants.

### **Settling-in grant**

Provided the appointment is for one year or longer, the 1992 Fund pays a settling-in grant, at present (June 2020) at the rate of £320 per day for the staff member, and £160 per day for each eligible dependant (who remains at least six months at the duty station), for a period of 30 days after arrival in London plus a lump-sum amount equivalent to one month of net base pay plus applicable post adjustment.

### **Removal**

The 1992 Fund pays the cost of removal of a staff member's personal effects and household goods, provided the appointment is for a period of two years or longer. A flat rate amount may be paid in lieu of the relocation shipment. The current flat rate for staff members with a dependant is USD 18 000 and for single staff members USD 13 000.

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<2> No after-service coverage.