



International Oil Pollution
Compensation Funds

Reference	IOPC/2023/PER/Circ.1
Date	19 May 2023
1992 Fund Assembly	●
Supplementary Fund Assembly	

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

Subject: **Vacancy N° 2023-1**
Information Officer

The Director of the International Oil Pollution Compensation Fund, 1992 (1992 Fund) has the honour to enclose Vacancy Notice N°2023-1 for the post of **Information 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 30 June 2023.

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).

* * *

INTERNATIONAL OIL POLLUTION COMPENSATION FUND, 1992

VACANCY NOTICE N° 2023-1

POST	Information Officer, Administration Department
DUTY STATION	London, United Kingdom
GRADE	P.2
STARTING SALARY	<p>Approximately £70 145 net per annum free of United Kingdom income tax. (this includes the base salary for P.2, Step 1 (USD 50 377), plus a post adjustment (see details below of how this is calculated)).</p> <p>Cost of Living Allowances:</p> <p>The Staff Regulations 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 April 2023 is 73.4 and the exchange rate is £0.803 to the USD.</p> <p>The base salary of USD 50 377 plus post adjustment of USD 36 976 gives a total of USD 87 353 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>
NATURE OF APPOINTMENT	Fixed term of three years with the possibility of prolongation.
MAIN DUTIES AND RESPONSIBILITIES	<p>Under the guidance of External Relations and Conference Manager and oversight of Head, Administration:</p> <p>1. Publications</p> <p>To have first line responsibility for the production of the Funds' publications in all official languages and in developing new ones, as needed, including but not limited to:</p> <ul style="list-style-type: none">• proofreading, revising, editing texts and illustrations as appropriate to ensure accuracy, consistency and conformity with the Funds' style and presentation standards, as well as adapting them to the target readership, in all official languages.• updating sections of existing publications or drafting new sections, as appropriate.• collaborating closely with the Translation Unit in relation to priorities and deadlines, to ensure mutual understanding and to facilitate the overall production process.

- liaising with the designers and printers, monitoring estimates and costs to ensure “value for money” and adherence to deadlines.
- developing and upon approval implementing state-of-the-art procedures to improve the quality and timeliness of all publications (printed and electronic versions), regularly conducting readers’ surveys and proposing innovative ideas.

2. Information

- To have first line responsibility for ongoing activities as related to media engagement, information and relations with the general public, including but not limited to drafting press releases and other information materials.
- To respond to enquiries on the goals and work of the Funds, in particular as related to incidents, membership and public information.
- To draft and/or provide advice on the content, presentation and style of lectures and presentations, in order to ensure quality, accuracy, consistency and conformity with the Funds’ style and standards and its adaption to the target audience.
- To represent the Funds at international meetings and make presentations related to the work of the Funds.
- To administer the Funds’ library and facilitate access to electronic information resources.
- Ensure the monitoring of media coverage relating to matters of importance to the organisation, and the maintenance of the IOPC Funds’ social media accounts, taking into account the organisation’s social media policy and reputational risk.
- To represent the ERC section at the CE Group in order to ensure that the organisation’s Customer Engagement system is maintained and used to its full potential as far as possible, in particular in relation to the recording of data for meeting attendance, outreach activity participation and general Member State communications.

3. Websites

- To oversee the effective operation and maintenance of the organisation’s websites.
- To ensure that the websites are up-to-date and reflect the current activities of and development within the Funds, including the drafting of texts where required.
- To propose and upon approval implement innovative presentation and content of the websites, taking into account the needs of the broad range of users and readers. In consultation with the IT section review and implement new technologies and communication facilities, where applicable in collaboration with external website developers.

4. Conference

- As required, to provide support to the effective running of governing bodies meetings, including but not limited to drafting, proofreading and editing meeting documents to ensure accuracy, clarity and conformity with the Funds’ style and presentation standards.

5. Related Responsibilities

- To guide the work of the ERC Assistant in relation to publications and websites matters.
- In close consultation with ERC Manager and HR, to participate in the recruitment of new and/or temporary staff.

6. Miscellaneous

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

QUALIFICATIONS AND EXPERIENCE

- University degree plus at least five years' experience in similar positions preferably in an international or multinational environment.
- Excellent working knowledge of English; working knowledge of French or Spanish; working knowledge of the third official language desirable.
- Computer literacy MS Office, website, and databases.
- Demonstrated editorial skills.
- Experience of using Content Management Systems is desirable.

PERSONAL COMPETENCIES AND QUALITIES

- 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.

Telephone: +44-20-7592-7108

E-mail: recruitment@iopcfunds.org

Website: www.iopcfunds.org

CLOSING DATE

Applications quoting the vacancy notice number should be sent as soon as possible but not later than 30 June 2023.

* * *

ANNEX

SUMMARY OF CERTAIN CONDITIONS APPLICABLE TO THE PROFESSIONAL CATEGORY STAFF OF THE IOPC FUNDS SECRETARIAT^{<1>}

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.

^{<1>} 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 and nine months on half 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 (April 2023) at the rate of £344 per day for the staff member, and £172 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.

^{<2>} No after-service coverage.