



International Oil Pollution  
Compensation Funds

Fonds internationaux  
d'indemnisation pour les  
dommages dus à la pollution  
par les hydrocarbures

Fondos internacionales  
de indemnización de daños  
debidos a contaminación por  
hidrocarburos

Our ref: PER/2/23

19 May 2023

**VACANCY NOTICE N° 2023-2**  
(General Service Category)

**FROM:** The Director  
International Oil Pollution Compensation Fund, 1992

**SUBJECT:** **Vacancy N° 2023-2**  
**Oil Reporting/Data Administrator**  
Administration Department

**GRADE:** G.6 (£36 934 per annum, exempt of UK income tax)

**NATURE OF APPOINTMENT:** Fixed-term of three years (renewable)

The International Oil Pollution Compensation Funds (IOPC Funds) are two intergovernmental organisations (the 1992 Fund and the Supplementary Fund) which provide compensation for pollution damage resulting from oil spills from tankers. At present, 121 countries belong to the 1992 Fund. The IOPC Funds are administered by a joint Secretariat, based in London, with 25 staff members.

The position of Oil Reporting/Data Administrator, Administration Department, in the Secretariat of the IOPC Funds is to be filled as soon as possible. Recruitment under this vacancy is limited to local status only<sup><1></sup>.

To apply, please submit a completed [Personal History Form](#) and cover letter by email to the IOPC Funds' Secretariat by 16 June 2023.

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

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<1> Local status requires unhindered and complete eligibility to live and work in the United Kingdom.

## **A MAIN DUTIES AND RESPONSIBILITIES**

Within the Administration Department, the Oil Reporting/Data Administrator will be assigned the following responsibilities:

### **1. Oil Reporting**

- To provide support in all aspects of the efficient functioning of the oil reporting system, including but not limited to ensuring that oil reporting data is complete and accurately processed.
- To facilitate the analysis and interpretation of data on oil reports; summarise up-to-date data on oil reporting for review.
- As delegated, to provide States and contributors with pertinent information, including compiling information sheets.
- To provide input in the drafting of documents on oil reporting data for governing bodies meetings in a timely manner.
- To assist in the provision of information on oil reporting to internal and external audiences through written documents, data reports, graphics, slideshows, informal representation and formal presentations.
- To maintain oil reporting records and files.

### **2. Data Management Responsibilities**

- Responsible for managing and analysing data within the IOPC Funds' Customer Relationship Management (CRM) system and associated information systems, including the following:
  - Data Management: To ensure the accuracy, completeness, and consistency of records in the CRM system, and to develop processes to maintain data quality over time.
  - Data Analysis: To analyse data to identify patterns and trends, and use insights to develop targeted marketing campaigns and improve stakeholder engagement.
  - Reporting: To create reports and dashboards that communicate key performance metrics, insights, and actionable recommendations to stakeholders across the organisation.
  - System Administration: under the direction of the IT Officer, administer the CRM system, including user management, system configuration, and troubleshooting.
  - Process Improvement: To continuously improve the CRM data management and analysis processes to increase efficiency, accuracy, and effectiveness.
  - Training: To develop and deliver training materials to help users across the organisation understand and effectively use the CRM system, and provide ongoing support as needed.

### **3. Additional Administrative Responsibilities**

- To assist the Executive Assistant to the Director in all aspects of Travel arrangements for all official travel and any other administrative matters as required by the Office of the Director.
- Provide additional administrative support to the ERC section during the run up to and the week of the Meetings of the governing bodies.
- Provide general administrative support to the Administration department.

### **4. Miscellaneous**

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

## **B REQUIRED QUALIFICATIONS**

- Completion of secondary education complemented by studies in IT/informatics administration plus at least five years' experience in data management and analysis.
- Higher education or degree in a relevant field such as Computer Science, Information Systems

or other relevant analytical degree an asset and would reduce the minimum years' experience required in data management and analysis to two years.

- Excellent working knowledge of English.
- Working knowledge of French or Spanish desirable.
- Computer literacy including sound knowledge/experience of MS Office, databases and modern technologies.
- Relevant experience in data management and analysis, preferably in Customer Relationship Management (CRM)/Content Management (CM) Systems, including the use of data analysis tools and reporting software.
- Experience with CRM/CM Systems such as Microsoft Dynamics, Power B I or WordPress desirable.

#### **C**      **REQUIRED COMPETENCIES**

- Ability to identify, analyse, prioritise assignments and resolve issues independently.
- Willingness to learn from others, ability to work in a multi-cultural environment, to work transparently and build trust and confidence with colleagues.
- Ability to work under pressure, monitor and adjust to demands.
- Ability to research information from a variety of sources.
- Demonstrates professional competence and mastery of subject matter.
- Communicates in a credible and effective way with tact, diplomacy, and discretion.
- Demonstrates openness in the sharing of information and keeping people informed.
- Works collaboratively with others to achieve results.

#### **D**      **SALARY**

The salaries paid follow the United Nations common system and are exempt of United Kingdom income tax.

#### **E**      **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.

#### **F**      **LEAVE**

##### Annual Leave

Thirty working days per year on full salary.

##### Sick Leave

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

#### **G**      **HEALTH INSURANCE**<sup><2></sup>

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

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<sup><2></sup> No after-service coverage.

**H      APPLICATIONS**

For your application to be considered, you must submit a completed 1992 Fund Personal History Form (available from our website [www.iopcfunds.org](http://www.iopcfunds.org)) which must be accompanied by a cover letter stating your reasons for applying and any experience you have relevant to the post.

Applications should be sent electronically to the following email address: [recruitment@iopcfunds.org](mailto:recruitment@iopcfunds.org). Only applications submitted via email will be accepted.

Please state reference Vacancy No. 2023-2 as well as the title of the post in the subject line.

Candidates may be tested in all relevant areas.

**I      CLOSING DATE**

Applications should reach the IOPC Funds' Secretariat as soon as possible but no later than 16 June 2023.

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