



International Oil Pollution
Compensation Funds

Reference	IOPC/2023/PER/Circ.2
Date	11 December 2023
1992 Fund Assembly	●
Supplementary Fund Assembly	

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

Subject: **Vacancy N° 2023-3**

Claims Manager

The Director of the International Oil Pollution Compensation Fund, 1992 (1992 Fund) has the honour to enclose Vacancy Notice N°2023-3 for the post of **Claims Manager** 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 January 2024.

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).

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INTERNATIONAL OIL POLLUTION COMPENSATION FUND, 1992

VACANCY NOTICE N° 2023-3

POST	Claims Manager, Claims Department
DUTY STATION	London, United Kingdom
GRADE	P.2
STARTING SALARY	<p>Approximately £70 257 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 November 2023 is 70.7 and the exchange rate is £0.817 to the USD.</p> <p>The base salary of USD 50 377 plus post adjustment of USD 35 617 gives a total of USD 85 994 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	<ol style="list-style-type: none">Claims Management<ul style="list-style-type: none">To have first-line responsibility for the day-to-day claims management of specific incidents, including establishing and managing Claims Handling Offices (CHOs), organising and overseeing the structure of the claims files, standard documentation format, procedures and reports; planning and distributing work to assigned staff, as well as ensuring the use of an in-house CHO Claims Database or Claims Handling System (CHS), including maintaining and/or improving the CHS to validate the status of claims.To provide expertise in the determination of admissibility of claims in accordance with the Claims Manual, including but not limited to managing incidents or components of major incidents and reviewing claims assessments carried out by experts; scrutinising the presentation of information to ensure rationality and accuracy of supporting documentation and data, approving or rejecting claims accordingly; identifying additional information required to process claims and adjusting assessments accordingly.

- In conjunction with the Head of the Claims Department, to finalise the receipt and release forms and correspondence with claimants upon approval or rejection of claim, in close liaison with the Claims Handling Office (as applicable). Also dealing with all aspects of the legal proceedings, in particular, when claimants are not satisfied with the assessments, as well as providing authoritative advice *and* expertise for individual legal proceedings as appropriate. This may include reviewing and discussing with claimants and their representative the status of their claim to provide information for the reason(s) for approval/rejection, negotiating with claimants towards finalising assessments and reaching agreements. This may include, but not be limited to, liaising with lawyers representing the Funds to provide factual information and documentation on claims, attending court hearings in the capacity of observer as delegated, as well as contributing to the defence of the Funds' best interests by reviewing pleadings and upholding lessons learnt to obtain results.
- To build and maintain relationships with government officials, P&I Clubs and others to promote cooperation through discussions of incidents and claims settlements.

2. **Additional Responsibilities**

- To proactively support the other Claims Managers in all aspects of handling major incidents.
- When required, to assist with the management of projects/studies; with drafting guidelines related to claims; with drafting revisions and new parts of the Claims Manual, training modules, documents, Records of Decisions for the governing bodies, and components of the Annual Report, press releases relating to incidents, etc.
- To present lectures and play a key role in interactive workshops on claims and related topics, claims handling and all aspects of the Conventions, to represent the interests and promote the work of the IOPC Funds at meetings, conferences and seminars, and to participate/contribute to the IOPC Funds' Annual Academy.
- To contribute in various cross-organisational projects/assignments e.g. in consultation with the IT Section, to develop/update the bespoke claims handling system.

3. **Managerial Responsibility**

In conjunction with the Head of the Claims Department:

- To approve/make final or partial settlement of claims and approve claims-related payments in accordance with Administrative Instructions.
- To manage local Claims Handling Offices (CHOs) through the provision of technical guidance and instructions in line with standard procedures on all aspects of the work.

4. **Miscellaneous**

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

QUALIFICATIONS AND EXPERIENCE

- University degree in the field of science, maritime, law and/or accounting, complemented by a good understanding of claims handling, plus at least three years' experience in similar positions, together with a sound knowledge of the International Conventions and policies in the area of claims handling.
- Excellent working knowledge of English; working knowledge of French or Spanish desirable.
- Computer literacy MS Office suite, with a good knowledge of databases and computer applications as related to claims handling and other IOPC Funds' IT software and databases.
- Demonstrated ability to analyse complex claims and to negotiate in an independent manner.

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 (0) 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 31 January 2024.

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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.

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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 (November 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.