



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/2/19

15 March 2019

VACANCY NOTICE N° 2019-2
(General Service Category)

FROM: The Director
International Oil Pollution Compensation Fund, 1992

SUBJECT: **Vacancy N°: 2019-2**
External Relations and Conference Assistant
External Relations and Conference Department

GRADE: G.5 (£28 978 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, 115 countries belong to the 1992 Fund. The IOPC Funds are administered by a joint Secretariat, based in London, with 27 staff members.

The position of External Relations and Conference Assistant, External Relations and Conference 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^{<1>}.

Applications, accompanied by a completed Personal History Form and cover letter, should reach the IOPC Funds' Secretariat as soon as possible and no later than 26 April 2019.

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).

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

A MAIN DUTIES AND RESPONSIBILITIES

Within the External Relations and Conference (ERC) Department, the External Relations and Conference Assistant will be assigned the following responsibilities:

1. Conference

- Under the guidance of the ERC Coordinator, provide support for the efficient preparation of sessions of the governing bodies and other official meetings, including but not limited to:
 - proofreading, editing and finalising documents to ensure accuracy, clarity and conformity with the Funds' standards and style;
 - establishing and regularly updating the list of documents for each meeting using the workload management system and preparing regular status reports;
 - preparing drafts of standard documents, including invitations, and organising and distributing background document folders to authors;
 - ensuring the correct dissemination of documents for meetings in all official languages, including uploading to the Funds' website;
 - assisting the ERC Coordinator during meetings with the coordination of the drafting and production of Records of Decisions and other documents for all official languages and carrying out other related responsibilities in a proactive manner.

2. Websites and Publications

- Under the guidance of the Information Officer, provide support for the production of publications and the operation and maintenance of the organisation's websites, including but not limited to:
 - regularly uploading documents and other information in all official languages to ensure that the Funds' websites are presented in accordance with the Funds' style and presentation standards;
 - regularly updating factual information such as the list of Member States, incident data, general explanatory notes and others on the Funds' websites;
 - participating in meetings to discuss improvements and innovative ideas for the Funds' websites and publications;
 - formatting and proofreading texts for the Funds' publications verifying that information is presented in accordance with the Funds' style and presentation standards, as well as editing images, adapting maps and other similar information materials;
 - typesetting texts, graphics and other materials into InDesign or similar editing software;
 - developing proposed designs for support materials such as training certificates, USB keys and others;
 - assisting in liaising with external service providers (designers, printers, etc.), as required.

3. Additional responsibilities

- Provide general secretarial and administrative support to the Department, as required.
- Provide support with the preparation of London-based activities such as university visits and the short course, namely in preparing badges and information packs;
- Respond to general enquiries or redirect them as appropriate.

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 training in proofreading and editing and between three and five years' experience in similar positions.
- Higher education an asset.
- Advanced knowledge of English.
- Working knowledge of French or Spanish an asset.
- Computer literacy including sound knowledge/experience of MS Office, Adobe creative suite, website content management systems, databases, etc..

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 AND SOCIAL SECURITY**

The salaries paid follow the United Nations common system and are exempt of United Kingdom income tax. Among other benefits, in lieu of a pension fund, the 1992 Fund operates a Provident Fund in which the Organisation and staff members contribute.

E **APPLICATIONS**

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

Applications should be sent electronically to recruitment@iopcfunds.org.

Applications may also be sent by post to:

Human Resources Manager Finance and Administration Department International Oil Pollution Compensation Funds 4 Albert Embankment London SE1 7SR United Kingdom	Telephone: +44 (0)20 7592 7108 Fax: +44 (0)20 7592 7111 E-mail: recruitment@iopcfunds.org Website: www.iopcfunds.org
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You are encouraged not to send your application via multiple routes.

F **CLOSING DATE**

Applications, quoting the vacancy notice number, should reach the IOPC Funds' Secretariat as soon as possible, but no later than 26 April 2019.
