



**INTERNATIONAL  
OIL POLLUTION  
COMPENSATION  
FUND 1992**

92FUND/Circ.45  
29 March 2005

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

**Subject: Nomination of candidates for the position of Director of the International Oil Pollution Compensation Funds**

As a result of the expiry of the contract of the current Director of the International Oil Pollution Compensation Funds (IOPC Funds) <sup><1></sup>, Mr Måns Jacobsson, on 31 December 2006, the post of Director will become vacant.

The IOPC Funds are world-wide inter-governmental organisations, i.e. set up by States, providing compensation to victims of oil pollution damage resulting from spills of persistent oil from tankers. The Funds are financed by levies on certain types of oil carried by sea. The levies are paid by entities which receive oil after sea transport, normally not by States. The Funds are administered by a joint Secretariat located in London with 27 staff members. The Secretariat is headed by a Director appointed by Member States.

Pursuant to the decision of the Assembly of the International Oil Pollution Compensation Fund 1992 (1992 Fund) at its 9th session in October 2004, the Assembly will at its 10th session in October 2005 appoint a new Director. At its 9th extraordinary session held in March 2005, the Assembly decided that in order to ensure a smooth transition from the present Director to his successor, the present Director should retain responsibility for the Organisations up to 31 October 2006, the newly-elected Director should join the Secretariat on 1 September 2006 and take over responsibility for the Organisations on 1 November 2006 and the present Director would continue to be available up to 31 December 2006.

It should be noted that the Director of the 1992 Fund is *ex officio* Director of the International Oil Pollution Compensation Fund 1971 and of the International Oil Pollution Compensation Supplementary Fund.

The Director has been instructed by the 1992 Fund Assembly to make the necessary preparations for the entry into force of the 1996 International Convention on Liability and Compensation for Damage in Connection with the Carriage of Hazardous and Noxious Substances by Sea (HNS Convention), the preparations to be based on the assumption that the present IOPC Funds Secretariat will administer also the Fund which will be established under the HNS Convention.

Nominations of candidates for the position of Director are invited from 1992 Fund Member States and must be received by the IOPC Funds Secretariat by 30 June 2005. The Director will circulate to Member States, without delay, any candidatures received by that deadline. The Assembly has decided that candidatures received by the IOPC Funds Secretariat after that date will not be considered for the appointment of Director and such candidatures will not be circulated.

The relevant provisions of the 1992 Fund Convention and details on the responsibilities of the Director as well as desirable experience, skills and competences of the candidates are set out in the Annex.

States nominating a candidate should validate the candidate's experience, skills and competences against those set out in the Annex by indicating to what extent the candidate fulfils these attributes.

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<1> The International Oil Pollution Compensation Fund 1971 (1971 Fund), the International Oil Pollution Compensation Fund 1992 (1992 Fund) and the International Oil Pollution Compensation Supplementary Fund (Supplementary Fund)

Depending on the number of candidates, the Assembly may wish to invite candidates to make a short oral presentation of approximately 10 minutes' duration in support of his/her candidature at the Assembly's October 2005 session.

**States which will be Members of the 1992 Fund at the opening of the  
10th session of the 1992 Fund Assembly on 17 October 2005**

Algeria	Georgia	Panama
Angola	Germany	Papua New Guinea
Antigua and Barbuda	Ghana	Philippines
Argentina	Greece	Poland
Australia	Grenada	Portugal
Bahamas	Guinea	Qatar
Bahrain	Iceland	Republic of Korea
Barbados	India	Russian Federation
Belgium	Ireland	Saint Lucia
Belize	Italy	Saint Vincent and the Grenadines
Brunei Darussalam	Jamaica	Samoa
Cambodia	Japan	Seychelles
Cameroon	Kenya	Sierra Leone
Canada	Latvia	Singapore
Cape Verde	Liberia	Slovenia
China (Hong Kong Special Administrative Region)	Lithuania	South Africa
Colombia	Madagascar	Spain
Comoros	Malaysia	Sri Lanka
Congo	Malta	Sweden
Croatia	Marshall Islands	Tonga
Cyprus	Mauritius	Trinidad and Tobago
Denmark	Mexico	Tunisia
Djibouti	Monaco	Turkey
Dominica	Morocco	Tuvalu
Dominican Republic	Mozambique	United Arab Emirates
Estonia	Namibia	United Kingdom
Fiji	Netherlands	United Republic of Tanzania
Finland	New Zealand	Uruguay
France	Nigeria	Vanuatu
Gabon	Norway	Venezuela
	Oman	

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## ANNEX

### JOB SPECIFICATION FOR POST OF DIRECTOR

#### OVERVIEW

There are three Fund Organisations, the International Oil Pollution Compensation Fund 1971 (1971 Fund) established under the 1971 Fund Convention, the International Oil Pollution Compensation Fund 1992 (1992 Fund) established under the 1992 Fund Convention and the International Oil Pollution Compensation Supplementary Fund (Supplementary Fund) established under a Protocol adopted in 2003.

The International Oil Pollution Compensation Funds (IOPC Funds) are world-wide inter-governmental organisations, i.e. set up by States, providing compensation to victims of oil pollution damage resulting from spills of persistent oil from tankers. The Funds are financed by levies on certain types of oil carried by sea. The levies are paid by entities which receive oil after sea transport, normally not by States. The Funds are administered by a joint Secretariat located in London with 27 staff members. The Secretariat is headed by a Director appointed by Member States. This compensation regime may evolve over the coming years.

It is possible that the IOPC Funds Secretariat will, in a few years time, also administer the Fund to be established under the Convention on Liability and Compensation for Damage in Connection with the Carriage of Hazardous and Noxious Substances by Sea (HNS Convention).

#### ROLE OF THE DIRECTOR

The role of the Director is defined in Article 29 of the 1992 Fund Convention and corresponding provisions apply in respect of the 1971 Fund and the Supplementary Fund. Article 29 states:

1. The Director shall be the chief administrative officer of the Fund. Subject to the instructions given to him by the Assembly, he shall perform those functions which are assigned to him by this Convention, the Internal Regulations of the Fund and the Assembly.
2. The Director shall in particular:
  - (a) appoint the personnel required for the administration of the Fund;
  - (b) take all appropriate measures with a view to the proper administration of the Fund's assets;
  - (c) collect the contributions due under this Convention while observing in particular the provisions of Article 13, paragraph 3;
  - (d) to the extent necessary to deal with claims against the Fund and carry out the other functions of the Fund, employ the services of legal, financial and other experts;
  - (e) take all appropriate measures for dealing with claims against the Fund within the limits and on conditions to be laid down in the Internal Regulations, including the final settlement of claims without the prior approval of the Assembly where these Regulations so provide;
  - (f) prepare and submit to the Assembly the financial statements and budget estimates for each calendar year;
  - (g) prepare, in consultation with the Chairman of the Assembly, and publish a report of the activities of the Fund during the previous calendar year;
  - (h) prepare, collect and circulate the papers, documents, agenda, minutes and information that may be required for the work of the Assembly and subsidiary bodies.

## **RESPONSIBILITIES**

The Director is the legal representative of the IOPC Funds and has overall responsibility for all aspects of the IOPC Funds' activities and for the operation of the Secretariat, pursuant to Article 29 above. He/she has the primary responsibility to ensure that the joint Secretariat of the three Funds carries out its functions in accordance with the Fund Conventions, the Internal and Financial Regulations and the decisions of the governing bodies.

The Director's responsibilities can be grouped into four broad categories:

- Settlement of compensation claims;
- Management of the Secretariat;
- Management of the IOPC Funds' assets, including levying of contributions;
- Preparation of the sessions and decisions of the Assembly and the Executive Committee as well as the implementation of these decisions.

These responsibilities can be described in more detail as follows:

a. **Strategy and policy**

Within the parameters laid down by the governing bodies, the Director deals with matters of strategic importance, policy issues, long-term planning and high-level contacts with governments, non-governmental organisations and private entities as well as deciding the position to be taken by the Funds on important legal, financial and technical matters. He/she endeavours to provide consistency in the interpretation of the Civil Liability and Fund Conventions and transposes the decisions of the governing bodies into Fund policies.

b. **Leadership/general management**

In view of the small size of the Secretariat (at present 27 staff members) and the characteristics of the three Funds, the Director is personally involved in all significant substantive aspects of the operations of the Secretariat.

The Director ensures that the Secretariat is organised and managed in accordance with best practices in similar organisations so as to enable it to function effectively and efficiently and to ensure that staff members are well-motivated and committed. He/she takes the necessary steps to develop the Secretariat function so as to enable the Secretariat to adapt to developments. He/she is also responsible for the operations of local offices set up in Member States where major oil pollution incidents have occurred and for the management of a considerable number of experts engaged by the Organisations to deal with various aspects of incidents and compensation claims.

c. **Claims handling**

The Director ensures that the claims handling procedure is efficient and of high quality, and that claims are dealt with in accordance with the Conventions, the Internal Regulations and the policy laid down by the governing bodies. He/she considers issues relating to the admissibility of claims which give rise to questions of principle or are of a sensitive nature and decides whether claims should be submitted to the governing bodies for consideration. He/she conducts ministerial or other high-level negotiations in Member States where important incidents have occurred.

d. Financial matters

The Director considers and approves the draft financial statements for submission to the External Auditor and the draft budget for submission to the governing bodies. He/she ensures that there are adequate financial controls. Within the mandate given by the governing bodies, he/she decides on the levying of contributions, on what measures should be taken when States fail to submit oil reports and on what steps should be taken against contributors in arrears. The IOPC Funds handle significant amounts of money and hold considerable assets. Within the parameters laid down by the governing bodies, he/she is responsible for the management of the IOPC Funds' assets and decides on the investment of these assets. The Director attends the meetings of the Funds' Audit Body and their Investment Advisory Body.

e. Meetings and documentation

The Director convenes sessions of the governing bodies and ensures that the appropriate documents are prepared for these sessions.

f. Representation

The Director represents the Funds at the policy level at meetings with Governments of Member and non-Member States as well as at meetings of other intergovernmental organisations. He/she represents the Funds at conferences, seminars and workshops, giving speeches and presentations. He/she also represents the Funds in relation to the media.

## CANDIDATE PROFILE

The successful candidate will have extensive administrative and management experience at senior level, demonstrated leadership experience and a strong track record in dealing with public and private sector organisations at senior level. He/she needs to be a highly effective communicator, with demonstrable skills in negotiation and diplomacy, and the ability to deal credibly and authoritatively with governments and other parties in the shipping, insurance and oil industries as well as with victims of oil pollution.

1. Knowledge/Professional experience

Specifically, the 1992 Fund Assembly has expressed the view that the successful candidate would **ideally** have the following knowledge and professional experience:

- expert knowledge of the Civil Liability and Fund Conventions and other related Conventions;
- experience in handling complex legal issues relevant to the work of the Funds and ability to understand various legal systems;
- experience of claim-handling matters;
- ability to assess and take decisions on expert advice in legal and other matters;
- experience in financial matters, general management and handling of staff matters;
- experience of the public sector and grasp of decision processes and reasoning of governments;
- familiarity with high-level negotiations;
- experience of working with governments at all levels as well as with public and private bodies;
- experience of international conferences and intergovernmental meetings;
- experience in dealing with the media;
- excellent oral and written communication skills including ability to draft complex documents.

2. Personal attributes

In addition, the 1992 Fund Assembly has indicated that the successful candidate would be expected to have the following personal attributes:

- objectivity and integrity;

- fairness;
  - diplomacy;
  - sensitivity to political issues related to the work of the Funds;
  - excellent decision-making skills;
  - flexibility and openness to change;
  - excellent inter-personal skills;
  - organisational and management skills;
  - ability to set priorities;
  - ability to delegate and to motivate staff and others who work on behalf of the Funds;
  - attention to detail;
  - fluency in one of the official languages of the Funds (English, French and Spanish) and a good working knowledge of one of the other two official languages, bearing in mind the working environment of the Secretariat and related organisations.
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