

INTERNATIONAL OIL POLLUTION COMPENSATION FUND

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FUND/Circ/2

15 May 1979

To: Member States of the Fund
United Nations and Specialized Agencies

Subject: IOPC Fund Vacancy Notice No. 79-1
Professional Officer

The Director of the International Oil Pollution Compensation Fund has the honour to submit Vacancy Notice No. 79-1 for the post of Professional Officer in the Organization, to be filled on 1 October 1979 or as soon as possible thereafter.

Applications accompanied by a curriculum vitae of the candidate concerned should reach the IOPC Fund by 15 July 1979.

Attention is drawn to the fact that only candidates from Member States of the Fund are eligible for appointment, i.e. nationals of Algeria, Bahamas, Denmark, France, Federal Republic of Germany, Ghana, Indonesia, Italy, Japan, Liberia, Norway, Sweden, Syrian Arab Republic, Tunisia, United Kingdom and Yugoslavia.

INTERNATIONAL OIL POLLUTION COMPENSATION FUND

IOPC FUND VACANCY NOTICE NO. 79-1

POST : Professional Officer

DUTY STATION : London, United Kingdom

GRADE : P.4

STARTING SALARY : US \$29,940 gross, US \$21,755.80 net per annum for a staff member with primary dependants, and US \$20,209.10 net per annum at the single rate

NATURE OF APPOINTMENT : Fixed-term of two years, with the possibility of prolongation

MAIN DUTIES AND RESPONSIBILITIES : In addition to the Director, the incumbent will be the only professional officer in the Organization. His responsibilities will, therefore, under the supervision of the Director, cover the whole range of the Fund's activities. His main functions will be:

- Negotiations on claim settlements;
- Instruction of Consultants and Advisers;
- Preparation and organization of meetings of the Fund's organs;
- Drafting of documents;
- Research work in the legal and economic field;
- Preparation of internal memoranda on legal and administrative questions;
- Representing the Fund if the Director is absent;
- Representing the Fund at Conferences and other Meetings;
- Supervision of the personnel, financial and common service administration;
- Preparation of comprehensive background documentation, briefing and statements;

QUALIFICATIONS AND EXPERIENCE

- (a) University degree or equivalent professional qualifications in law or economics and profound knowledge of international maritime law;
- (b) Whilst previous experience within an inter-governmental organization is not essential, experience of international conferences and meetings and knowledge of the work of international organizations would be a great advantage;
- (c) The post calls for a high degree of independent judgment and initiative and flexibility. The incumbent must be prepared to undertake research and work in quite different fields like maritime law and investment of the Fund's assets. As the incumbent will have to supervise the Administrative Assistant he should have a good understanding of personnel and administrative matters.
- (d) The main working languages of the Organization are English and French. Mastery of one with excellent drafting ability is required, as well as a good knowledge of the other.

COMMENCEMENT OF DUTIES : 1 October 1979 or as soon as possible thereafter

NOMINATIONS : Applications, addressed to the Director, should be made on **PERSONAL HISTORY FORMS**, obtainable from the Fund's Secretariat, and should be sent under confidential cover to:

The Director
International Oil Pollution
Compensation Fund
101-104 Piccadilly
London W1V 0AE

CLOSING DATE : Applications should reach the Secretariat by 15 July 1979.

SUMMARY OF CERTAIN CONDITIONS APPLICABLE TO THE PROFESSIONAL
CATEGORY STAFF OF THE IOPC FUND SECRETARIAT

SALARY

The salary mentioned (US \$21,755.80 or US \$20,209.10) is net after staff assessment, is free of income tax in the United Kingdom, and is subject to certain allowances and deductions as specified below:

Cost-of-living Adjustment

The Staff Regulations provide for the application of a plus or minus "post adjustment" to the basic salary. The amount varies according to cost-of-living, salary level and dependency status. At present, based on the starting salary quoted above, a plus post adjustment is payable in London, amounting to US \$10,527 net per annum for a staff member with primary dependants (wife and/or children), and US \$9,779 net per annum at the single rate.

Dependency Allowance

US \$450 per annum for each dependent child.

Where there is no dependent spouse, a single annual allowance of US \$300 for either a dependent parent, a dependent brother or a dependent sister.

Education Grant

For a staff member who is regarded as an international recruit and whose duty station is outside his home country, an education grant up to a maximum of US \$2,250 annually per child is paid under certain conditions in respect of children attending school or university in or outside the home country of the staff member.

Repatriation Grant

A repatriation grant designed to assist an internationally recruited staff member in re-establishing himself in his home country is paid on separation from service. 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 become participants in a provident fund to which both the Fund and staff members will contribute.

LEAVE

Annual Leave

30 working days per year on full salary.

Home Leave

A staff member whose duty station is outside his home country is entitled, once in every two years, to visit with his eligible dependants, the place of his recognized home at the expense of the Fund.

Sick Leave

Up to three months on full salary in any period of 12 consecutive months.

TRAVEL AND RELATED EXPENSES

Travel

The Fund pays the cost of travel on appointment and separation for the staff member and, provided his appointment is for one year or longer, for his eligible dependants.

Installation Grant

For an internationally recruited staff member at the salary level quoted above, provided his appointment is for one year or longer, the Fund pays an installation grant, at present at the rate of 30 days at £35.00 per day for the staff member and 30 days at £17.50 per day for each eligible dependant.

Removal

The Fund pays the cost of removal of a staff member's personal effects and household goods, provided his appointment is for a period of two years or longer.