**Details, Questionnaire, and National Authority Form**

**IC-ENC Knowledgebase Continuous Improvement Project Applicants**

**Objective:** The successful female candidate will lead on a continuous improvement project relating to the IC-ENC Knowledgebase. The IC-ENC Knowledgebase is a key resource for Members which provides a database of over 2,300 validation software error messages which is maintained on a regular basis. This project will build leadership, project management and analytical skills.

**Coordinator:** International Centre for Electronic Navigation Charts (IC-ENC) ([therenc@ic-enc.org](mailto:therenc@ic-enc.org))

**Duration of the experience:** Approximately one day a week virtual support from August 2023 and then a one month placement at IC-ENC Headquarters (UK Hydrographic Office) in Taunton, United Kingdom from 2 to 27 October 2023. There will also be a virtual feedback session following the secondment in November (date TBC). IC-ENC will support travel and accommodation costs.

**Tasks:**

* Correspond with the IC-ENC Membership to establish the current value and use of IC-ENCs Knowledgebase
* Liaise with external and internal stakeholders
* Define a vison plan for the IC-ENC Knowledgebase and prepare a proposal to the IC-ENC Production Support Working Group
* Present findings at the IC-ENC Technical Conference in October

**Requirements:**

* Female candidates should have experience working in a field related to hydrography
* Candidates should have experience in ENCs and validation
* Strong resume reflecting continued interest in Continuous Improvements
* Must read, write and speak English proficiently
* Be proficient in Microsoft Office packages
* Ability to obtain a signed statement from their nation’s hydrographic office
* Be prepared to meet any updated COVID-19 requirements

**Required documents:**

* A resume
* Filled out questionnaire form (below in this document - page 3)
* Signed statement of the candidate’s national hydrographic authority mentioning the principal availability of the candidate for future involvement in hydrography and/or related matters (below in this document - page 5)

**Applications:**

* The resume, questionnaire, and signed statement from a national hydrographic authority should be submitted as one combined PDF file no later than **30 June 2023** via email to [therenc@ic-enc.org](mailto:therenc@ic-enc.org).
* Please email any questions about this application process or the project to [therenc@ic-enc.org](mailto:therenc@ic-enc.org).
* Chosen candidate must be able to travel to the United Kingdom in October 2023.
* Ideally candidates will be early to mid-level hydrographic surveyors with a strong background and continued interest in hydrography.

**IC-ENC Knowledgebase Continuous Improvement Project Candidate Questionnaire Form**

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| --- | --- |
|  |  |
| First and last name |  |
| Nationality |  |
| Job title |  |
| Address |  |
| Telephone |  |
| Email |  |
|  | |
| Present position and description of duties | |
|  | |
| Description of past hydrographic experience (please include years of experience, any hydrographic training acquired, etc.) | |
|  | |
| What kind of hydrographic capability does your nation have / do you have access to? | |
|  | |
| Description of candidate’s future plans to be involved in hydrography | |
|  | |
| What is the candidate’s motivation for applying for this experience? | |
|  | |
| What would you look forward to learning most whilst undertaking this IC-ENC Knowledgebase project? | |
|  | |

**STATEMENT OF THE NATIONAL HYDROGRAPHER**

**or**

**APPROPRIATE NATIONAL AUTHORITY**

The **Hydrographer** (or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ requests IC-ENC to consider this Application and confirms that the candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is fully aware of the following conditions which apply to this application:

1. The candidate (if selected), once the opportunity has been successfully completed, will likely be involved in hydrographic activities in the long-term.
2. The candidate complies with all the opportunity requirements.

|  |  |
| --- | --- |
| Date: | National Authority (Position): |
| Signature: |  |