



IOC Circular Letter No 2991
(Available in English only)

IOC/VH/ON/ah
28 March 2024

- To : ICG/PTWS Tsunami National Contacts (TNC) and Tsunami Warning Focal Points (TWFPs) of the following countries: Brunei Darussalam, Cambodia, China, Indonesia, Malaysia, Philippines, Singapore, Thailand and Viet Nam
- Cc. : Corresponding Official National Coordinating Bodies for liaison with the IOC
Corresponding Permanent Delegates/Observer Missions to UNESCO and
National Commissions for UNESCO
UNESCO Regional Offices in Bangkok, Beijing, Hanoi, and Jakarta
Northwest Pacific Tsunami Advisory Center (NWPTAC)
Pacific Tsunami Warning Center (PTWC)
International Tsunami Information Center (ITIC)
Chair, ICG/PTWS
IOC Tsunami Resilience Section

Subject: Short-term secondment of international staff from National Tsunami Warning Centres of WG-SCS Member States to South China Sea Tsunami Advisory Center (SCSTAC)

The South China Sea Tsunami Advisory Center (SCSTAC) began full operation on 5 November 2019 and the *User's Guide for the South China Sea Tsunami Advisory Center (SCSTAC) products for the South China Sea Tsunami Warning and Mitigation System* was published as [IOC Technical Series, 149](#) in September 2019.

At its [11th meeting](#) on 25 and 26 September 2023 in Guangzhou, China, the Regional Working Group on Tsunami Warning and Mitigation System for the South China Sea Region (WG-SCS) welcomed SCSTAC's proposal to continue with the International Staff Programme to host seconded experts from the Member States of the WG-SCS in 2024 for a period of two months.

In this context, we are pleased to invite WG-SCS Member States to nominate one candidate to work at SCSTAC as an international staff from 24 July to 23 September 2024. These dates could be slightly adjusted according to the availability of candidates.

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The major activities undertaken by international staff are to:

- receive training on the earthquake location and focal mechanism inversion and tsunami scenario database, forecast model and decision support system of the SCSTAC;
- serve as a watch-stander once every week with a shift time of 12 hours; and
- conduct communication and coordination among WG-SCS Member States regarding the activities related to the full operation of SCSTAC.

The selection criteria of candidates who will receive funding from SCSTAC are as follows:

- The candidate must be a formal duty staff at a National Tsunami Warning Center with experience in seismic monitoring, processing, and tsunami modelling tools. The Candidate should be able to conduct tsunami warning and emergency response operations independently;
- The candidate should preferably be aged between 25 and 45 and have degree or license in seismology, oceanography or related subjects;
- The application form must be signed by the applicant's Tsunami National Contact (TNC) or the Tsunami Warning Focal Point (TWFP).

The international staff will be hosted by the SCSTAC at the National Marine Environmental Forecasting Center (NMEFC) of the Chinese Ministry of Natural Resources (MNR). Workspace and facilities, accommodations, local transportations, and living allowances (5,000-10,000 RMB per month depending on the level of the candidate) will be provided by SCSTAC. The first month's living allowances will be paid on arrival, and the second month's living allowances will be paid one month later. Medical insurance and visa fees are at the expense of candidates. During the period of their secondment, the employers of staff on loan to SCSTAC will be required to pay their salaries as usual.

The attached nomination form duly completed by the nominee, along with a CV should be sent by email to Dr Öcal Necmioğlu (o.necmioğlu@unesco.org), ICG/PTWS Technical Secretary, with copy to Dr WANG Dakui (dakui.nmefc@gmail.com), Dr XU Zhiguo (xuzq@nmefc.cn) and Ms Yang Huaiwei (yanghw@nmefc.cn) at NMEFC/MNR, by 6 May 2024. The attached medical report requested by the NMEFC/MNR, however, should only be sent to the representatives of the NMEFC/MNR, and your private/personal data will be treated as strictly confidential by SCSTAC. The successful candidates will be notified by 20 May 2024.

With the assurances of my highest consideration, I remain,

Yours sincerely,

[signature]

Vidar Helgesen
Executive Secretary

Enclosures (2): 1/ Nomination Form for the secondment of short-term international staffs from NTWCs of WG-SCS Member States to the SCSTAC-
2/ Medical Report

Secondment of short-term international staffs from NTWCs of WG-SCS Member States to the SCSTAC

NOMINATION FORM

To be completed and signed by the Tsunami National Contacts (TNC) or Tsunami Warning Focal Points (TWFP)

This is to certify that

(name of

organisation)

nominates

(name of candidate)

as an applicant for the ***Secondment of short-term international staff from NTWCs of WG-SCS Member States to the SCSTAC*** from 24 July to 23 September, 2024 (subject to final confirmation)

and that:

- all information supplied in the attached form is complete and correct;
- the nominee has adequate English skills, appropriately tested;
- the absence of the nominee from his/her workplace while the secondment in SCSTAC would not have any adverse effect on his/her status, seniority, salary, pension or similar rights; and,
- if selected, the nominee would share the experience, knowledge and skills gained from the secondment by working in SCSTAC through holding at least one seminar or workshop upon returning home.

Nominator: name	Nominator: position	Nominator: e-mail
Name and address of organisation		
Signature of nominator	Official seal (where applicable)	
Date		

Please type or write in English

Please return by 6 May 2024 to

E-MAIL: o.necmioglu@unesco.org
dakui.nmefc@gmail.com, xuzg@nmefc.cn, yanghw@nmefc.cn

1. PERSONAL INFORMATION

Title <i>(Mr/Ms/Dr/Other)</i>	First / Given name(s)	Family name/ Surname
Sex <i>(Male/Female)</i>	Date of birth <i>(day/month/year)</i>	Nationality
Name of organization		
Work postal address		
Position		
Work telephone <i>(including country code)</i>	Work fax number <i>(including country code)</i>	
E-mail address(es)		
Home postal address		
Home telephone <i>(including country code)</i>	Mobile/cell <i>(including country code)</i>	
Passport number	Country of issue	
Date of issue	Expiry date	

Name of embassy where to apply entry visa

Do you have an additional passport? If yes, please state the country of issue.	
Emergency contact: name	Emergency contact: telephone

2. EDUCATIONAL BACKGROUND

Level	School	From - To	Qualification and field of study <i>(e.g. B.Sc. in Seismology)</i>
College			
Master			
Doctoral			
Post doctoral			

3. LANGUAGE SKILLS

First language <i>(specify)</i>			
English proficiency <i>indicate Excellent/Good/Basic</i>	Reading	Writing	Speaking
If you have ever taken a TOEFL/IELTS/ MELAB test, state:	Test name	Test date	Score
Describe your practical experience of spoken English <i>(e.g. speak English occasionally, use English regularly at work, attended English-language university)</i>			
Indicate your level of proficiency in any other languages			
TELEPHONE INTERVIEWS MAY BE HELD TO ASSESS ENGLISH PROFICIENCY			

4. EMPLOYMENT HISTORY

CURRENT OR MOST RECENT POSITION		
From - To	Job title	Name and address of organisation
Description of duties		
Supervisor's name		Supervisor's e-mail
If selected, will you be returning to this position after the secondment? <i>If no, please clarify.</i>		
PREVIOUS POSITION		
From - To	Job title	Name and address of organisation
Brief summary of duties		
Supervisor's name and e-mail		
PRIOR POSITION <i>(if applicable)</i>		
From - To	Job title	Name and address of organisation
Brief summary of duties		
Supervisor's name and e-mail		

5. WHY ARE YOU INTERESTED IN THIS SECONDMENT BY WORKING IN SCSTAC, AND WHAT PRACTICAL USE WOULD YOU MAKE OF IT?

6. IF SELECTED, YOU WOULD BE REQUIRED TO SHARE YOUR EXPERIENCE, KNOWLEDGE AND SKILLS ON YOUR RETURN HOME. PLEASE PROVIDE SPECIFIC DETAILS OF WHO WOULD BENEFIT AND HOW.

7. DECLARATION

I CERTIFY THAT ALL THE INFORMATION PROVIDED IN THIS APPLICATION IS, TO THE BEST OF MY KNOWLEDGE, ACCURATE AND COMPLETE.	
Signature of applicant	Date

MEDICAL REPORT

Please return by 6 May 2024 to

E-MAIL: dakui.nmefc@gmail.com, xuzg@nmefc.cn, yanghw@nmefc.cn

Instructions

To be completed by a registered medical practitioner after thorough clinical and/or laboratory examination, and counter-signed by the candidate. The SCSTAC reserves the right to require the candidate to undergo a further medical examination before his/her secondment.

Name of candidate	Sex (M/F)	Date of birth (day, month, year)
Is the person examined currently in good health and enjoying full working capacity?		
Is he/she physically and mentally able to work in SCSTAC in Beijing, China for two months?		
Does he/she have any diseases (e.g. trachoma, TB, malaria, AIDS) which could present risks for the candidate or his/her contacts during the secondment? If so, please provide details.		
Does he/she have any allergies or conditions (including but <i>not</i> limited to pregnancy) which might require treatment during the secondment? If so, please provide details.		
Name and address of examining physician		
Signature of examining physician	Date	
Declaration: I guarantee to notify SCSTAC in writing of any changes in my medical condition prior to arriving in Beijing, & I accept full financial responsibility for any expenses not covered by my health insurance bought in home country.		
Signature of candidate	Date	

* Your private/personal data will be treated as strictly confidential by SCSTAC.

* Please also submit separately your Curriculum Vitae (CV).