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Circular Letter No. 4571  
19 May 2022

To: IMO Member States

Subject: **Senior Professional position**

1 The Secretary-General of the International Maritime Organization (IMO) has the honour to announce a Senior Professional position.

2 In accordance with Council document C 109/4(a)2, IMO calls on Member States to sponsor the secondment of experienced senior professionals to work at IMO for a maximum period of three years. The role of these senior professionals (SPs) is to provide high-level technical expertise and/or advice in areas where the Organization lacks resources or specific knowledge.

3 Selection of candidates for a position as SP is on a competitive basis. It is expected that SPs will take up their assignment upon their release by the relevant Member State.

4 Member States sponsoring a senior professional are encouraged to submit nominations of candidates (see annex for details). Direct applications from individuals will not be accepted. Only applications submitted through the respective sponsoring Member State will be considered. All nominations from sponsor Member States should be accompanied by a nomination letter and contain a covering letter from the candidate as well as an [IMO Personal History form](#) (available under "Careers at IMO" on our website [www.imo.org](http://www.imo.org)). Nominations from sponsoring Member States should reach the Organization as soon as possible and, in any case, no later than **19 July 2022**.

5 Participating candidates should note that there is no expectation of conversion to, or engagement in, a permanent position in the Organization upon completion of the 3-year SP period.

6 SP positions are independent from, and additional to, the posts financed by the Organization's regular budget. In nominating candidates for a position in the programme, sponsoring Member States agree to bear the responsibility of all costs related to the SP. The terms of engagement are agreed through the signing of a Memorandum of Understanding confirming, inter alia, the sponsoring Member State's commitment to cover all SP related costs directly or through IMO. All costs should be made in advance to IMO so that the Organization is not compromised financially.

7 **Nominations by Member States should be addressed to Human Resources Services quoting in the subject line the specific SP position number.** All nominations should be sent to: [rsd@imo.org](mailto:rsd@imo.org).

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## ANNEX

POST NUMBER	SECTIONS	DIVISION/DEPARTMENT
<b>SP 22-05</b>	Office of the Director, Maritime Safety Division and Office of the Head of the Department for Member State Audit and Implementation Support	Maritime Safety Division and Department for Member State Audit and Implementation Support

## SENIOR PROFESSIONALS (SPs)

### GENERAL INFORMATION AND REQUIREMENTS FOR ALL SP POSITIONS

**Date of issue: 19 May 2022**  
**Deadline for applications: 19 July 2022**

#### **Recruitment information:**

All advertised positions are subject to funding by the Member State. As such, the appointment is limited to the period of funding. The engagement period is for a maximum period of three years, subject to requirements and satisfactory performance. IMO does not guarantee employment beyond this period.

#### **Required competencies:**

The successful candidate will have:

- a) Knowledge and understanding of theories, concepts and approaches in the required field of expertise.
- b) Conceptual analytical and evaluative skills and proven ability to conduct research and analysis.
- c) Demonstrated professional competence and mastery in the relevant specialized field.
- d) Ability to develop clear goals that are consistent with agreed strategies; foresee risks and allow for contingencies when planning.
- e) Organizational and time management skills and a high degree of initiative together with the ability to work under pressure and manage conflicting priorities and high volumes of work.
- f) Integrity, discretion, accuracy and meticulous attention to detail.
- g) Proven ability to establish and maintain effective working relations with internal and external stakeholders, at all levels including in an international, cross-cultural context.

#### **Professional experience:**

Minimum ten years high-level expertise required in a relevant discipline, as described on the requirements for this role.

#### **Academic qualifications:**

Advanced university degree (Master's or equivalent) required in a relevant discipline, based on the requirements for this role.

#### **Language skills:**

Excellent command of written and spoken English is required; knowledge of other official languages of the Organization will be an advantage.

#### **Other skills:**

Proficiency in MS Office applications. Abilities to summarize relevant issues and prepare concise briefs, as well as to analyse relevant data, which should be reflected in documents using Word, Excel and PowerPoint, are essential.

#### **How to apply:**

Since this is a voluntary position financed by a sponsoring Member State, *only nominations submitted directly by the sponsoring Member State will be accepted*. Nominations must include an official communication from the sponsoring Member State, accompanied by a cover letter from the candidate stating the reasons for applying and relevant experience to the advertised post, and an up to date [Personal History Form](#) (available under 'Careers at IMO' on our website [www.imo.org](http://www.imo.org)). Nominations sent by a Member State should be addressed to Human Resources Services to the following email address: [rsd@imo.org](mailto:rsd@imo.org).

**Please state the relevant advertised *position number* in the subject line.**

Kindly **do not** send nominations via multiple routes.

**Applications will be acknowledged only in the case that they are shortlisted for interview**

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*IMO encourages the nominations of qualified women from Member States. IMO will make every effort to facilitate the employment of persons with disabilities*

## MARITIME SAFETY DIVISION (MSD) AND

### DEPARTMENT FOR MEMBER STATE AUDIT AND IMPLEMENTATION SUPPORT (MSA&IS)

**Position number: SP 22-05**

**Admin number: ADMIN/22/48**

#### **Specific professional experience:**

At least 10 years of documented professional experience in fields relevant to maritime safety and maritime technology affairs, including knowledge of maritime data sets and relevant information technology and experience with data collection and data analysis, including competence in preparing high-level strategic recommendations to facilitate informed decision-making processes.

Ability to demonstrate capacity and experience in undertaking data collection and processing, research and analysis activities and/or collaborating with academia on research activities in various maritime related areas, such as Member State Audit, casualty, Port State Control (PSC) data or human element.

Documented professional experience in fields relevant to the conceptualization and development of information technology (IT) solutions to support, facilitate and carry out related duties would be an asset.

#### **Specific professional qualifications:**

Advanced university degree or equivalent required in a related field, such as maritime affairs/engineering/navigation with good knowledge/background on statistical and analytic science and information technology.

#### **Main duties and responsibilities:**

Under the joint overall supervision of the Director, Maritime Safety Division and the Head of the Department for Member State Audit and Implementation Support, and related officials as appropriate, the incumbent will:

- 1 have a proactive role, further developing in practice and following a holistic and inter-divisional methodology, relating to Member State audit and the support to the implementation of IMO instruments and the knowledge-based rule-making processes, in general, and, in particular:
  - .1 act as focal point for knowledge management related areas, in particular knowledge acquisition to support the rule-making process, technical cooperation, Member State audit and implementation areas of MSA&IS;
  - .2 build and maintain close alliances and networks with key stakeholders to promote knowledge acquisition and sharing in terms of the role of the Organization;
  - .3 identify potential organizations for data provision, negotiate and implement effective data agreements with identified data providers;
  - .4 support the development of Global Integrated Shipping Information System (GISIS), in particular, and other associated data systems, in the wider context of knowledge and data management throughout all modules especially the relation between the dashboard and all modules;
  - .5 undertake and manage complex analyses to support all knowledge management aspects of the Department, in particular relating to identification of trends and patterns in audit data and other available

- data sets under review, as a basis for informed decision making and policy formulation in various technical areas of the Organization, and as an input for consideration of IMO organs;
- .6 undertake and manage complex analyses to support all knowledge management aspects of the Department, in particular relating to identification of trends and patterns in audit data and other available data sets under review, as a basis for informed decision making and policy formulation in various technical areas of the Organization, and as an input for consideration of IMO organs;
  - .7 explore possible approach and methodology for casualty data statistics and trend analysis according to casualty categories (e.g. collision, grounding, hull integrity, stability, machinery, fire and explosion, equipment) and consequences (e.g. lives lost, property loss, pollution), taking into account the existing data in GISIS Marine Casualty and Incidents (MCI) module and possible data from other sources, with a view to establishing IMO casualty data statistics and trend analysis, which may be submitted for consideration by IMO organs in rule-making process, if necessary. Cooperate with external entities as may be required, e.g., International Civil Aviation Organization (ICAO), United Nations Conference on Trade and Development (UNCTAD), Marine Accident Investigators' International Forum (MAIIF) and contribute to the development of the Fishing Industry Safety and Health Event Reporting (FISHER) Project and the International Instruments to Combat Illegal, Unreported and Unregulated (IUU) Fishing (ICAPFISH) projects, as may be required;
  - .8 explore possible approach and methodology for PSC data statistics and trend analysis through the data collected from PSC regimes in existing GISIS PSC module and possible data from other sources and data systems, with a view to establishing IMO PSC data statistics and trend analysis, which may be submitted for consideration by IMO organs in rule-making process, if necessary;
  - .9 contribute to the cooperation with the United Nations Economic Commission for Europe (UNECE) in the context of the United Nations Code for Trade and Transport Locations (UNLOCODES), including the review and improvement of the current use of the UNLOCODES in IMO data systems; and
  - .10 support the development and maintenance by the Secretariat of tools supporting the implementation of IMO instruments.
- 2 carry out Secretariat's duties relating to meetings of the Maritime Safety Committee, the Sub-Committee on the Implementation of IMO Instruments Implementation (III) Code and other IMO bodies, as directed; and
  - 3 perform other duties as required.