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Circular letter No. 4694 Rev6
25 October 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). Nominations should reach the Organization as soon as possible and, in any case, no later than **30 September 2024**.

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.

ANNEX

POST NUMBER	SECTION	DIVISION
SP 22-07	Member State Audit Section	Technical Cooperation and Implementation Division

SENIOR PROFESSIONALS (SPs)

GENERAL INFORMATION AND REQUIREMENTS FOR ALL SP POSITIONS

Recruitment information:

Appointments are subject to funding by the Member State for a period of one year with the possibility of a yearly extension up to a total of three years, subject to requirements and satisfactory performance. All SPO positions are subject and limited to funding by the nominating Member State. IMO does not guarantee employment beyond the SPO appointment 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 seven 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:

Proficiency in (English written and oral) is required; knowledge of other official languages of the Organization will be an advantage.

Other skills:

Proficiency in Microsoft Office applications in particular Word, Excel and PowerPoint is required. Ability to summarize relevant issues, draft concise briefs and analyse data is essential.

How to apply:

Since this is a position financed by a nominating Member State, *only nominations submitted directly by the sponsoring Member State will be accepted*. Nominations must include (1) an official communication from the sponsoring Member State, (2) a cover letter from the candidate stating the reasons for applying and relevant experience, and (3) an up to date **Personal History Form** (available under 'Careers at IMO' on our website www.imo.org). Nominations from Member States must be submitted to the following email address: rsd@imo.org.

Please quote the relevant SPO *position number* in the subject line.

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

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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*

Department of Member State Audit and Implementation Support

Senior Professional in Audit Follow-up and Data Management

Position number: SP 22-07

Admin number: ADMIN/22/94

Specific professional experience:

Experience in auditing of management systems (IMSAS, QMS, EMS, ISM or similar), including preparation of-, conducting, and reporting from the audit, in particular knowledge of conducting audit follow-up to verify the implementation of corrective action plans through analysis of evidence. At least seven years of documented professional experience in fields relevant to implementation of IMO instruments in maritime safety and environmental protection. Documented professional experience in fields relevant to the conceptualization and development of IT solutions to support, facilitate and carry out related duties, including experience with data collection and data analysis, would be an asset.

Academic subjects:

Advanced university degree (Master's or equivalent) required in a related field, such as maritime affairs/engineering/navigation with documented training in auditing of management systems (IMSAS, QMS, EMS, ISM or similar). Good knowledge/background in statistical and analytic science and/or information technology would be a distinct advantage.

Main duties and responsibilities:

Under the overall supervision of the Deputy Director of the Department for Member State Audit and Implementation Support and the immediate supervision of Head, Member State Audit, the incumbent will:

- 1 carry out planning of audit-follow up activities;
- 2 assist Audit Officers in the review and assessment of the information provided by Member States through the comments on the progress of implementation of corrective action plans (CPICAP), and in further development of the methodology for collection and analysis of CPICAP;
- 3 assist Audit Officers in carrying out audit-follow up activities for assigned audits, including:
 - .1 preparation of CPICAP assessment logs;
 - .2 preparation of draft audit follow-up reports (DAFRs);
 - .3 carrying out analysis of additional evidence submitted by Member States in response to the draft audit follow-up (DAFR) report;
 - .4 exploring possible approach and methodology for assessing effectiveness of implementation of corrective actions and for signing-off findings and/or observations accordingly;
 - .5 exploring possible approach and methodology, including use cases, for analysis of the outcome of the audit follow-up process, including analysis of difficulties encountered by Member States in the implementation of corrective action plans (CAPs);

- .6 preparation of audit follow-up reports (AFR) and their uploading onto Member State Audit (MSA) module in GISIS; and
 - .7 planning and executing missions for the on-site component of the audit follow up, if required.
- 4 have a proactive role, 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 carry out Secretariat's duties relating to meetings of the Committees and in particular to the Sub-Committee on the Implementation of IMO Instruments (III) and other IMO bodies, as directed;
 - .2 support the development of the Global Integrated Shipping Information System (GISIS), in particular the functionalities linked to the audit follow up and, in the wider context of knowledge and data management, the relation between the dashboard and relevant modules;
 - .3 further explore possible approach and methodology for extracting and analysing data from consolidated audit summary reports, as well as from audit follow-up activities;
 - .4 support the development and maintenance by the Secretariat of tools supporting the implementation of IMO instruments; and
 - .5 support the inter-divisional work, in particular assisting the implementation of the Integrated Technical Cooperation Programme (ITCP) and long-term projects in connection with audit and audit follow-up activities.
- 5 perform other duties as required.
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