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Circular Letter No.4651
9 November 2022

To: IMO Member States

Subject: **Position in the IMO Junior Professional Officer programme**

1 The Secretary-General of the International Maritime Organization has the honour to announce a position for a Junior Professional Officer (JPO).

2 The IMO Junior Professional Officer (JPO) programme is a voluntary programme under which Member States sponsor the secondment of young professionals from their country to work at IMO. The secondment is for a period of up to three years. JPOs are engaged at the P.2 level and are assigned substantive work while serving at IMO, in addition to receiving on-the-job training and familiarization.

3 Selection of candidates for a place on the programme is on a competitive basis. Selected JPOs would be expected to take up their assignment following a successful recruitment process.

4 Member States willing to participate in the programme are encouraged to nominate a maximum of three applicants per JPO position (see annex for details). Applications received directly from candidates will not be accepted: only nominations submitted through the respective sponsoring Member State will be considered. Nominations from sponsoring 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](#). Nominations from sponsoring Member States should reach the Organization no later than **31 January 2023**.

5 Nominated candidates participating in the programme should note that there is no expectation of conversion to, or engagement in, a permanent position in the Organization after completion of the period of the JPO assignment.

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

7 In accordance with a standard Memorandum of Understanding, salaries, benefits, travel costs, etc., of a JPO may be paid using one of two modalities: directly to the JPO by the sponsoring Member State under the modality of "Gratis Personnel", or through the Organization on the basis of a yearly reimbursement by the sponsoring Member State as "Reimbursement through IMO"

8 Under the modality of "Reimbursement through IMO" a yearly contribution from the sponsoring Member State to offset the Organization's administrative support costs (normally 12% on the sum expended) will be levied.

9 Under the modality of "Gratis Personnel", a target annual support cost charge of US\$10,000 will be sought, however an alternative contribution to the Organization's costs may be made, in cash or in kind, on the basis of an agreement between the Organization and the nominating Member State.

10 In the case of a nomination of "Gratis Personnel" by a developing country, the administrative support cost of US\$10,000 per annum may be charged to an appropriate technical cooperation regional capacity-building budget.

11 **All nominations should be sent by email by the sponsoring Member State quoting in the subject line the specific JPO position number.** All nominations should be sent to: rsd@imo.org.

ANNEX

POST NUMBER	SECTION	DIVISION
JPO 22-03	Air Pollution and EnergyEfficiency Section	Marine Environment Division

JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

GENERAL INFORMATION AND REQUIREMENTS FOR ALL JPO POSITIONS

Deadline for nominations: 31 January 2023

Recruitment information:

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

Required competencies:

The successful candidate will have:

- a) Ability to draft a range of documents (reports, briefing notes) combined with excellent research and analytical skills.
- b) Proven ability to think strategically; work independently and in teams.
- c) Organizational skills and a high degree of initiative together with the ability to work under pressure and manage high volumes of work.
- d) Proven ability to adapt to varied environments and maintain effective working relations at all levels with people with different languages, nationalities and cultural backgrounds.
- e) Integrity, discretion, accuracy and meticulous attention to detail.

Professional experience:

Minimum two years' experience in relation to the requirements of the post. Work experience in an international context would be desirable.

Academic qualifications:

University degree, or equivalent professional qualification in relation to the requirements of the post.

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:

Competent in the use of Microsoft Office.

How to apply:

Since this is a position financed by a nominating Member State, *only nominations submitted directly by a sponsoring Member State will be accepted*. Member State nominations should include (1) a cover letter and (2) an up-to-date [Personal History Form](#) (PHF) from the nominee. The nominee's cover letter should state the reasons for applying and relevant experience to the role. Member State nominations must be submitted to the following email address: rsd@imo.org.

Please quote the relevant JPO position number in the subject line of the nomination

Kindly **do not** submit nominations via multiple routes

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

AIR POLLUTION AND ENERGY EFFICIENCY SECTION

MARINE ENVIRONMENT DIVISION

Position number: JPO 22-03

Admin number: ADMIN/22/96

Specific professional experience:

Minimum two years' professional experience in a maritime administration, international organization, or relevant industry in the areas of environment-related IMO conventions and guidelines, in particular The International Convention for the Prevention of Pollution from Ships (MARPOL) Annex VI and the Initial IMO GHG Strategy.

Specific experience with the Energy Efficiency Design Index (EEDI), the Energy Efficiency Existing Ship Index (EEXI) regulation, Carbon Intensity Indicator (CII) regulations, Ship Energy Efficiency Management Plan (SEEMP) and Green House Gas (GHG) Life Cycle Assessment (LCA), as well as the Nitrogen Oxides (NOx) Technical Code as well as associated guidelines, would be a clear advantage.

Specific professional qualifications:

University degree in engineering, naval architecture, maritime administration, maritime law, environmental sciences or related subjects.

Any additional skills:

Working knowledge of environment-related IMO conventions and guidelines, in particular MARPOL Annex VI 'Regulations for the prevention of air pollution from ships' and 'Regulations on energy efficiency for ships' and associated Guidelines, with some experience in their application, would be an advantage. Experience in (national) coordination related to IMO meetings, in particular with the Marine Environment Protection Committee (MEPC) and Intersessional Working Group on Reduction of GHG Emissions from Ships (ISWG-GHG) meetings, as well as Correspondence Groups on MARPOL Annex VI related matters would be an asset.

Main duties and responsibilities:

Under the general supervision of the Director of the Marine Environment Division (MED) and the immediate supervision of the Head, Air Pollution and Energy Efficiency (APEE), the Junior Professional Officer (JPO) will assist in carrying out responsibilities assigned to the APEE team. In particular, the incumbent will:

1. Assist in the work of MEPC, ISWG-GHG and the Pollution, Prevention and Response (PPR) Sub-Committee, as well as relevant working, drafting and expert groups, including preparation of documents, briefs and reports for items related to the reduction of GHG emissions and the prevention of air pollution from international shipping;
2. Assist in matters related to MARPOL Annex VI, the NOx Technical Code, related guidelines and other relevant guidance documents as well as IMO's policies related to the reduction of GHG and air pollutants emissions from ships such as the *Initial IMO Strategy on reduction of GHG emissions from ships*, including drafting of legal texts, supporting related projects, responding to queries, drafting of memos, briefs and articles as well as preparation of circulars;

3. Assist in the development and management of relevant MARPOL Annex VI data base modules of the Global Integrated Shipping Information System (GISIS), notably the IMO Data Collection System (DCS) including coordination with the Information and Communication Technology Services (ICTS) and experts from Member States and observer organizations, manage data submitted to IMO;
4. Assist in matters related to the United Nations Framework Convention on Climate Change (UNFCCC) and other UN activities in the context of climate change activities including drafting of submissions and reports, and to maintain records and calendars and attending meetings, as required;
5. Assist in MED's contribution to the Organization's Integrated Technical Cooperation Programme (ITCP) including the organization of workshops and training courses in developing States, as requested;
6. Assist in the preparation and production of outreach material, attend and contribute to relevant conferences, meetings and seminars, as requested and appropriate; and
7. Assist in any other tasks on the prevention of air pollution and reduction of GHG emissions from ships or related issues, as instructed by the responsible officer.
