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Circular Letter No. CL4843 Rev1  
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To: IMO Member States

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

1 The Secretary-General of the International Maritime Organization (IMO) has the honour to announce three (3) Junior Professional Officer (JPO) positions.

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 assigned substantive work while serving at IMO, in addition to receiving on-the-job training and exposure to the international context of the Organization.

3 For this recruitment, the Republic of Korea (RoK) has agreed to sponsor three (3) JPOs for the Technical Cooperation and Implementation Division (TCID). These RoK-sponsored secondments are subject to special conditions described in paragraph 6 and the three job descriptions are included in Annex II.

4 Countries eligible to nominate to these JPO positions must meet all the following criteria:

- .1 be an IMO Member State or UN Member State;
- .2 be a developing economy with a UNDP Office;
- .3 not be a European Union (EU) Member State; and
- .4 not be a middle-income fuel-exporting country.

5 Selection of candidates for a place on the programme is on a competitive basis. The selected JPO would be expected to take up their assignment following a successful recruitment process.

6 The Republic of Korea will sponsor the expenses that are involved with the engagement of the individuals who will have been successfully recruited as JPOs. The coverage will not include education grant, provision of rental subsidy, payment of unused annual leave and any external missions and training.

7 Member States fulfilling the required criteria described in paragraph 4 and interested in nominating candidate(s) are encouraged to nominate a maximum of three applicants per JPO position (see Annex for details). Only applications submitted through the respective nominating Member State will be considered and direct applications from individuals will not be accepted. Nominations from sponsoring Member States should reach the Organization no later than **30 April 2024**.

8 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.

9 This programme is independent from, and additional to, the posts financed by the Organization's regular budget. The terms of engagement are agreed through the signing of a Memorandum of Understanding.

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## ANNEX

POST NUMBER	SECTION	DIVISION
<b>JPO 24-01</b>	Subdivision for Partnerships and Projects	Technical Cooperation and Implementation Division
<b>JPO 24-02</b>	Subdivision for Partnerships and Projects	Technical Cooperation and Implementation Division
<b>JPO 24-03</b>	Subdivision for Partnerships and Projects	Technical Cooperation and Implementation Division

## JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

### GENERAL INFORMATION AND REQUIREMENTS FOR SPONSORED JPO POSITIONS

#### **Recruitment information:**

Appointments are subject to funding by the sponsoring party, the Republic of Korea, for a period of two years with the possibility of extension up to a total of three years, subject to requirements and satisfactory performance. 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' professional 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:**

*Only nominations meeting the required criteria and submitted directly by a Member State will be accepted.* Member State nominations should include (1) a cover letter and (2) an up-to-date [IMO 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](mailto: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.*

## TECHNICAL COOPERATION AND IMPLEMENTATION DIVISION

### SUBDIVISION FOR PARTNERSHIPS AND PROJECTS

**Position number: JPO 24-01**

**Admin number: ADMIN/24/17**

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

Minimum of two years of demonstrated professional experience in project management, international development, UN Sustainable Development Goals, IMO Technical Cooperation activities and projects. Experience in a maritime or environmental administration, or in an international organization dealing with maritime transport sector or marine environment protection. Experience of working with beneficiary countries of the SMART-C Women and SMART-C Traffic projects (Fiji, Indonesia, Marshall Islands, Papua New Guinea, Philippines, Sri Lanka, Timor-Leste, Tonga, Vanuatu, and Viet Nam) would be beneficial.

#### **Academic subjects:**

University degree in the field of maritime transport, marine science, maritime law, marine environment, international relations, or related fields. Working knowledge of IMO conventions and guidelines would be an advantage. Knowledge of Gender-specific issues and challenges and/or issues related to maritime safety in general and navigation systems in particular would be an advantage.

#### **Any additional skills:**

Good understanding of needs and challenges faced by developing countries, in particular Least Developed Countries (LDCs) and Small Island Development States (SIDS) would be beneficial.

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

Under the overall supervision of the Head, Projects Implementation, Subdivision for Partnerships and Projects, Technical Cooperation and Implementation Division, and under the direct supervision of the SMART-C Women and SMART-C Traffic Project Manager, the incumbent will support the SMART-C Women and SMART-C Traffic Projects.

The SMART-C Women project aims to contribute to the achievement of gender equality through the increase of employment opportunities for women in the maritime sector in developing countries in the Asia and Pacific regions, and the provision of training to help them advance their careers in related industries.

The SMART-C Traffic project aims to develop, operate, and pilot trial a web-based e-Navigation service that can efficiently analyse and manage maritime safety information in an internet-based environment in a Pilot Developing Country (the Philippines).

The incumbent will be responsible to carry out the following tasks:

1. Provide technical support primarily to the SMART-C Women and SMART-C Traffic Projects with respect to matters related to technical, policy, legal, economic and institutional issues;
  2. Assist in the delivery of the SMART-C Women and SMART-C Traffic Projects programme of integrated activities;
  3. Represent the project at relevant conferences, meetings and seminars, as requested and appropriate; and
  4. Perform other related duties to support implementation of the project, as required and instructed
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## TECHNICAL COOPERATION AND IMPLEMENTATION DIVISION

### SUBDIVISION FOR PARTNERSHIPS AND PROJECTS

**Position number:** JPO 24-02

**Admin number:** ADMIN/24/17

**Specific professional experience:**

Minimum of two years of demonstrated professional experience in project management, international development, UN Sustainable Development Goals, IMO Technical Cooperation activities and projects. Experience in a maritime or environmental administration, or in an international organization dealing with maritime transport sector or marine environment protection. Experience of working with the recipient countries of the SMART-C GHG and SMART-C Leaders Projects (Philippines, Tonga, Viet Nam, and Vanuatu) would be beneficial.

**Academic subjects:**

University degree in the field of maritime transport, marine science, maritime law, marine environment, international relations, or related fields. Working knowledge of IMO conventions and guidelines, in particular MARPOL Annex VI ('Prevention of air pollution from ships) and related technical and operational energy efficiency measures and/or ship inspection/Port State Control (PSC) / Flag State Inspection (FSI) matters would be an advantage.

**Any additional skills:**

Good understanding of needs and challenges faced by developing countries, in particular Least Developed Countries (LDCs) and Small Island Development States (SIDS) would be beneficial.

**Main duties and responsibilities:**

Under the overall supervision of the Head, Projects Implementation, Subdivision for Partnerships and Projects, Technical Cooperation and Implementation Division, and under the direct supervision of the SMART-C GHG and SMART-C Leaders Project Manager, Subdivision for Partnerships and Projects, Technical Cooperation and Implementation Division, the incumbent will support the SMART-C GHG and SMART-C Leaders Projects.

The SMART-C GHG project aims at the implementation of the maritime GHG reduction regulations by building relevant capacity for baseline emission data collection, management, and analysis, in accordance with the 2023 IMO GHG Strategy, through capacity building in two Asian pilot countries (the Philippines and Viet Nam).

The SMART-C Leaders project aims to improve the capacity in ship inspection/Port State Control (PSC)/Flag State Inspection (FSI) in two Pacific SIDS (Tonga and Vanuatu) and help the countries' implementation of the corrective action plan (CAP) established after their audits under the IMO Member State Audit Scheme (IMSAS).

The incumbent will be responsible to carry out the following tasks:

1. Provide technical support primarily to the SMART-C GHG and SMART-C Leaders Projects with respect to matters related to technical, policy, legal, economic and institutional issues;
  2. Assist in the delivery of the SMART-C GHG and SMART-C Leaders Projects programme of integrated activities;
  3. Represent the Projects at relevant conferences, meetings and seminars, as requested and appropriate; and
  4. Perform other related duties to support implementation of the Project, as required and instructed.
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**TECHNICAL COOPERATION AND IMPLEMENTATION DIVISION**  
**SUBDIVISION FOR PARTNERSHIPS AND PROJECTS**

**Position number: JPO 24-03**

**Admin number: ADMIN/24/17**

**Specific professional experience:**

Minimum of two years of demonstrated experience in project management, international development issues and fundraising/resource mobilization, UN Sustainable Development Goals, IMO Technical Cooperation activities and projects. Formulation and development of bankable project proposals would be an advantage.

**Specific professional qualifications:**

University degree in international development or related field.

**Main duties and responsibilities:**

Under the immediate supervision of the Deputy Director, Subdivision for Partnerships and Projects, Technical Cooperation and Implementation Division, and the overall supervision of the Director, Technical Cooperation and Implementation Division, the incumbent will provide integrative and adaptive support to the work of the Subdivision in accordance with the resource mobilization strategy, in connection with IMO's technical cooperation activities and projects. This will include, inter alia:

1. Assist in the implementation of the long-term resource mobilization strategy;
  2. Assist in identifying potential funding sources through the analysis of trends in international development cooperation, to identify potential donors and their interests, policies and mechanisms of operation;
  3. Assist in the production and update of marketing materials to promote the long-term Resource Mobilization Strategy for IMO's TC activities;
  4. Assist in the establishment of a partnerships database and maintain the database accurately and in timely manner;
  5. Assist in the preparation of project proposals, in cooperation with the relevant technical officers, for submission to potential donors and overall coordinate the implementation of the projects;
  6. Assist in the preparation of documents on resource mobilization and partnerships for presentation to the Technical Cooperation Committee, and other IMO bodies, donor meetings as requested; and
  7. Undertake any other tasks which may be assigned either by the Deputy Director or the Director, Technical Cooperation and Implementation Division.
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