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4 ALBERT EMBANKMENT  
LONDON SE1 7SR  
Telephone: +44 (0)20 7735 7611 Fax: +44 (0)20 7587 3210

Circular Letter No. CL4956  
19 December 2024

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 **28 February 2025**.

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.

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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](mailto:rsd@imo.org).

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## ANNEX

POST NUMBER	SECTION	DIVISION
<b>JPO 24-09</b>	Office of the Director	Technical Cooperation and Implementation Division

## JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

### GENERAL INFORMATION AND REQUIREMENTS FOR ALL JPO POSITIONS

#### **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' 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:**

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](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

## OFFICE OF THE DIRECTOR

**Position number: JPO 24-09**

**Admin number: ADMIN/24/83**

### **Specific professional experience:**

Experience in project management or international development, including roles that involve research, analysis, and documentation of maritime policies and regulations.

### **Specific professional qualifications:**

A minimum of 2 years' experience working with a maritime administration, shipping companies, port authorities or regulatory bodies. Specialized training related to maritime regulations, shipping and environmental protection would be advantageous.

### **Any additional skills:**

Working knowledge of IMO Conventions, with some experience of their applications and international development issues would be an advantage.

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

Under the direct supervision and guidance of the Director of the Technical Cooperation and Implementation Division (TCID), the incumbent will provide:

#### **1. Technical Cooperation Support**

- 1.1 Assist in planning, implementing, and monitoring technical cooperation activities across a range of areas, including:
  - 1.1.1 Maritime safety and security.
  - 1.1.2 Port operations and trade facilitation.
  - 1.1.3 Marine environmental protection.
  - 1.1.4 Capacity-building initiatives for maritime personnel.
- 1.2 Assist in liaising with IMO Member States, technical experts, and international organizations to support project delivery.
- 1.3 Contribute to the preparation of training materials, reports, and technical documentation.

#### **2. Project Coordination**

- 2.1 Provide operational support for the coordination of technical cooperation projects, including one focused on enhancing safety, security, and operational efficiency in a key maritime corridor.
- 2.2 Monitor the progress of project activities, ensuring alignment with project objectives, timelines, and budgets.
- 2.3 Assisting with stakeholder communication, ensuring effective collaboration among IMO, Member States, and project beneficiaries.
- 2.4 Support donor coordination and engagement efforts to mobilize resources for project activities.

#### **3. Capacity Development and Training**

- 3.1 Support the organization and coordination of capacity-building workshops and training sessions, ensuring they address the specific needs of beneficiary Member States.
- 3.2 Assist in the delivery of training programs on maritime safety, radiocommunications, search and rescue (SAR), and environmental protection.
- 3.3 Provide support for workshop delivery, including documentation and evaluation.

#### **4. Research and Analysis**

- 4.1 Conduct research and analysis to support the development of technical cooperation projects and programs.
- 4.2 Draft reports, concept notes, and proposals for technical assistance initiatives.
- 4.3 Contribute to the development of strategies and frameworks for capacity-building in alignment with IMO objectives.

#### **5. Reporting and Knowledge Management**

- 5.1 Prepare progress reports, meeting minutes, and presentations for internal and external stakeholders.
- 5.2 Maintain accurate records of project activities, outcomes, and lessons learned.
- 5.3 Support knowledge-sharing efforts to disseminate best practices and success stories from technical cooperation initiatives.

#### **6. Key outputs**

The JPO will contribute to the following deliverables:

- 6.1 Coordinated and well-executed capacity-building workshops and training programs.
- 6.2 Comprehensive project reports, including updates on technical cooperation initiatives and stakeholder engagement.
- 6.3 Effective coordination of a project addressing maritime safety, environmental protection, and trade facilitation within a key maritime corridor.
- 6.4 Drafted proposals and reports for technical cooperation activities, including strategies for donor engagement.

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