ORGANISATION MARITIME INTERNATIONALE

INTERNATIONAL MARITIME ORGANIZATION

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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 recruitmentprocess.

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 shouldreach the Organization no later than **31 December 2026**.

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 ofa 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**.

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ANNEX

POST NUMBER	SECTION	DIVISION
JPO 25-01	Internal Oversight and Ethics Office	Office of the Secretary-General

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 excellentresearch 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 underpressure and manage high volumes of work.
d) Proven ability to adapt to varied environments and maintain effective working relations atall 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 experiencein an international context would be desirable.

Academic qualifications:

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

Language skills:

Excellent command of written and spoken English is required; knowledge of other officiallanguages 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 thenomination

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.

OFFICE OF THE SECRETARY-GENERAL
INTERNAL OVERSIGHT AND ETHICS OFFICE

JUNIOR PROFESSIONAL OFFICER

Position number: **JPO 25-01**
Admin number: **ADMIN/25/43**

Specific professional experience:
Minimum of two years of demonstrated professional experience in at least one of the following areas: development-oriented evaluation, social research and/or project management and/or monitoring. Experience in applying multiple methods for data collection including survey, analysis and triangulation. Experience in developing theory of changes, logical frameworks and/or other logical models. Experience in mainstreaming gender and human rights into evaluations.

Academic subjects:
University degree in social sciences, evaluation, or in a related field is required

Main duties and responsibilities:
Under the overall guidance of the Head of the Internal Oversight and Ethics Office (IOEO) and the direct supervision of the Evaluation Officer, the incumbent will:

1. Support the management of mid-term reviews and terminal evaluations:

   .1 Contribute to the planning, organization and conduct of evaluations.
   .2 Identify, collect and analyse qualitative and quantitative data and information.
   .3 Organize and participate in meetings, interviews, presentations and workshops.
   .4 Assist with the recruitment and management of consultants.
   .5 Support dialogue among key stakeholders.
   .6 Perform other work-related duties as required.

2. Support the integration of evaluative thinking into project design and implementation through technical advice and capacity development:

   .1 Collect and analyse data to identify gaps and needs.
   .2 Assist with the organization and implementation of workshops and/or other training modalities, particularly on logical framework and theory of change.
   .3 Perform follow-up tasks and other work-related duties as required.

3. Contribute to strengthening evaluation processes, procedures and tools concerning IMO's technical cooperation:

   .1 Compile, analyse and summarize information on completed, ongoing and upcoming evaluation-related activities to support planning and knowledge management.
   .2 Assist with evaluation quality assurance and monitoring activities.
   .3 Contribute to IOEO's engagement with UNEG and participate in system-wide activities as required.

4. Support the enhancement of ITCP workshop feedback process and mechanism, i.e., electronic questionnaire and real-time analysis capability in cooperation with TCID.

5. Perform any other related duties, as required.