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Circular Letter No. 4375/Rev7  
24 May 2021

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 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 two or 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 **15 April 2024**.

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](mailto:rsd@imo.org).

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## ANNEX

POST NUMBER	SECTION	DIVISION
<b>JPO 21-05</b>	Partnerships and Projects (GHG Emissions)	Technical Cooperation and Implementation Division

## JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

### GENERAL INFORMATION AND REQUIREMENTS FOR ALL JPO POSITIONS

**Date of issue: 24 May 2021**

**Deadline for applications: 31 October 2023**

***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 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](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.*

## DEPARTMENT FOR PARTNERSHIPS AND PROJECTS

**Position number: JPO 21-05**

**Admin number: ADMIN/21/15**

### **Specific professional experience:**

Relevant professional experience in a maritime or environmental administration, or in an international organization dealing with maritime transport sector or marine environment protection, in particular reduction of emissions from ships. Minimum of one year of experience in national policy development related to maritime transport.

### **Specific professional qualifications:**

University degree in the field of maritime transport, marine science, maritime law, marine environment 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 would be an advantage. Good knowledge and familiarity with climate change mitigation, technology transfer and cooperation among countries would be an advantage also.

### **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), related to the implementation of MARPOL Annex VI and uptake of low carbon solutions for the maritime sector.

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

Under the overall supervision of the Head, Projects Implementation, Technical Cooperation and Implementation Division, the incumbent will support a number of capacity building programmes and projects dealing with climate change and Greenhouse Gas (GHG) emission aspects.

The work of the incumbent will focus mainly on the legal, policy and institutional reforms required on a national level to support ratification of MARPOL Annex VI and implementation of the IMO Initial Strategy for the reduction of GHG emissions from ships (Resolution MEPC.304(72)).

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

1. Assist in providing technical support to developing countries participating in the IMO GHG Projects on matters related to technical, policy, legal, economic and institutional reforms to address maritime emissions;
2. Provide technical support to countries in their efforts to characterize their maritime fleet in the national context and assess the status of national maritime emissions;
3. Provide technical support to countries in their efforts to develop, adopt and implement NAPs to contribute to reducing GHG emissions from shipping;
4. Assist in the delivery of capacity building activities to support effective implementation of MARPOL Annex VI, including the organization of meetings, workshops, seminars and training courses;
5. Assist in the preparation and production of communication and outreach material for the various GHG Projects;
6. Attend relevant conferences, meetings and seminars, as requested and appropriate;

7. On an ad hoc basis and when needed, perform other duties related to the prevention of air pollution and control of GHG emissions from ships, as instructed by the Head, Air Pollution and Energy Efficiency, Marine Environment Division; and
8. Perform other related duties to support implementation of the GHG projects, as required and instructed by the Head, Projects Implementation, Technical Cooperation and Implementation Division.

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