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Circular Letter No. 4412  
3 June 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 **25 July 2022**.

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 21-06</b>	Subdivision for Implementation	Marine Environment Division

## JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

### GENERAL INFORMATION AND REQUIREMENTS FOR ALL JPO POSITIONS

**Date of issue: 3 June 2021**

**Deadline for applications: 25 July 2022**

***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.*

## SUB-DIVISION FOR IMPLEMENTATION

### MARINE ENVIRONMENT DIVISION

**Position number:** JPO 21-06

**Admin number:** ADMIN/21/29

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

Professional experience in a maritime administration, international organization, university or relevant industry dealing with marine environment protection or technical maritime affairs, including direct experience dealing on matters related to pollution prevention, preparedness and response. Experience in implementation meetings, events, technical cooperation/capacity-building activities and preparing/participating in international meetings.

#### **Specific professional qualifications:**

Advanced University degree in in the field of physical or marine science, environmental management, engineering, project/programme management, or a closely related field.

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

Working knowledge of environment-related IMO conventions and associated guidelines, with some experience in their application, would be an advantage. Programme and budget management experience would be a distinct advantage.

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

Under the immediate supervision of the Technical Officer, Oil Pollution Preparedness, Response and Cooperation (OPRC), and the overall supervision of the Deputy Director, Sub-Division for Implementation, Marine Environment Division, the Junior Professional Officer (JPO) will assist in carrying out responsibilities assigned to the Sub-Division.

In particular, the incumbent will:

1. Provide Secretariat support to the work of the Marine Environment Protection Committee (MEPC), the Sub-Committee on Implementation of IMO Instruments (III), the Pollution, Prevention and Response (PPR) Sub-Committee, as well as relevant working, drafting and expert groups, including preparation of documents, briefs, reports and circulars;
2. Assist in the preparation and implementation of the Organization's technical cooperation programmes and projects related to the protection of the marine environment including:
  - .1 missions and consultancies;
  - .2 meetings, workshops, seminars as well as international symposia and conferences and training courses;
  - .3 administrative, financial and technical backstopping, in conjunction with other Technical Officers in the Marine Environment Division and their counterparts in the Technical Cooperation Division, of approved programmes executed by the Division; and
  - .4 monitoring the progress of the TC programme implementation relating to marine environment protection.
3. Coordinate with government officials, representatives of donor countries, United Nations agencies and relevant IMO officers in ensuring timely approval and delivery of programme activities to be implemented by the Marine Environment Division;
4. Liaise and coordinate with partners in the event of major pollution incidents; collate information and assist with the drafting of pollution incident reports for internal dissemination and use; assist with the provision of technical advice and mobilize technical assistance, upon request by Member States;

5. Assist with the Organization's contribution to the joint Global Initiative Programme, a partnership between IMO and the petroleum industry to implement effective capacity-building in oil spill preparedness and response through established projects in a number of key geographic regions;
  6. Assist in the development and management of relevant related database modules in the Global Integrated Shipping Information System (GISIS);
  7. Assist in the preparation and production of outreach material and technical papers in the field of pollution prevention, preparedness and response, attend and contribute to relevant conferences, meetings and seminars, as requested and appropriate; and
  8. Perform any other duties as may be assigned by the Director of the Division or the designated officer.
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