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Circular Letter No. 4805Rev2  
10 November 2023

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 **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.

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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 23-06</b>	Subdivision for Protective Measures	Marine Environment 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.*

## MARINE ENVIRONMENT DIVISION

**Position number: JPO 23-06**

**Admin number: ADMIN/23/67**

### **Specific professional experience:**

Minimum two years' experience in a maritime administration or international organization, institution or relevant industry dealing with marine environment protection, in particular in connection with the BWM and AFS Conventions; the Biofouling Guidelines; MARPOL Annexes I, II, IV and V, including marine plastic litter; and the designation of PSSAs.

Specific experience with international policies and current regulatory processes on the above topics, including the review of the BWM Convention under the associated experience-building phase, the revision of the Biofouling Guidelines and related follow-up work, and the IMO Strategy to address marine plastic litter from ships, would be a clear advantage.

### **Specific professional qualifications:**

University degree in maritime administration, naval architecture, marine engineering, marine science, or related subjects.

### **Any additional skills:**

Working knowledge of environment-related IMO conventions and guidelines, in particular the BWM and AFS Conventions, the Biofouling Guidelines and MARPOL Annexes I, II, IV and V, with some experience in their application, would be an advantage. Experience in national coordination and involvement in IMO processes, in particular MEPC and PPR meetings, as well as Correspondence Groups on matters related to the BWM Convention, the Biofouling Guidelines and MARPOL Annexes IV and V, would be an asset.

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

Under the general supervision of the Senior Deputy Director, Subdivision for Protective Measures, and under the direction of relevant Heads of Sections/Office, the Junior Professional Officer (JPO) will assist in carrying out responsibilities assigned to the Marine Biosafety Section, as well as the Marine Pollution Section and the Office for London Convention/Protocol and Ocean Affairs. In particular, the incumbent will support:

1. Work of the Marine Environment Protection Committee (MEPC) and the Sub-Committee on Pollution Prevention and Response (PPR), including drafting and editing documents and reports of meetings, and carrying out the appropriate follow-up actions from meetings;
2. Secretaries of working/drafting/technical groups on matters related to ballast water management, biofouling management, the control of harmful anti-fouling systems, the prevention of pollution by oil, the control of pollution by noxious liquid substances in bulk, the prevention of pollution by sewage and garbage from ships particularly plastics, and the designation of Particularly Sensitive Sea Areas (PSSAs);
3. Drafting of circulars, other documents and correspondence, particularly in relation to the BWM Convention and the approval of ballast water management systems that make use of Active Substances; the AFS Convention; the Biofouling Guidelines; MARPOL Annexes I, II, IV and V, including marine plastic litter; as well as the designation of PSSAs;
4. Technical editing of amendments and revisions to relevant IMO instruments and the preparation of such documents for subsequent dissemination or publication, as appropriate;

5. Implementation of technical cooperation activities related to the AFS and BWM Conventions, the Biofouling Guidelines, MARPOL with an emphasis on marine plastic litter, and PSSAs, including organization of related IMO-sponsored seminars, workshops and other events;

6. Preparation and production of outreach material and presentations, and IMO's attendance at relevant conferences, meetings and seminars, as requested and appropriate;

7. Work of the Division on matters related to the 2030 Agenda for Sustainable Development and the SDGs, in particular in relation to marine biodiversity and ocean governance, including inter-agency activities within the UN system and the relevant global/intergovernmental processes; and

8. Response to specific queries from Member States and international organizations concerning relevant IMO conventions, guidelines and recommendations including relevant meeting documents, as appropriate.

In addition, the incumbent will perform any other duties as may be assigned by the Director of the Division or the designated officers.

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