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Circular letter No. 4595 Rev6
12 July 2022

To: IMO Member States

Subject: **Senior Professional position**

1 The Secretary-General of the International Maritime Organization (IMO) has the honour to announce a Senior Professional position.

2 In accordance with Council document C 109/4(a)2, IMO calls on Member States to sponsor the secondment of experienced senior professionals to work at IMO for a maximum period of three years. The role of these senior professionals (SPs) is to provide high-level technical expertise and/or advice in areas where the Organization lacks resources or specific knowledge.

3 Selection of candidates for a position as SP is on a competitive basis. It is expected that SPs will take up their assignment upon their release by the relevant Member State.

4 Member States sponsoring a senior professional are encouraged to submit nominations of candidates (see annex for details). Direct applications from individuals will not be accepted. Only applications submitted through the respective sponsoring Member State will be considered. All nominations from sponsor 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** (available under "Careers at IMO" on our website www.imo.org). Nominations should reach the Organization as soon as possible and, in any case, no later than **30 April 2024**.

5 Participating candidates should note that there is no expectation of conversion to, or engagement in, a permanent position in the Organization upon completion of the 3-year SP period.

6 SP positions are independent from, and additional to, the posts financed by the Organization's regular budget. In nominating candidates for a position in the programme, sponsoring Member States agree to bear the responsibility of all costs related to the SP. The terms of engagement are agreed through the signing of a Memorandum of Understanding confirming, inter alia, the sponsoring Member State's commitment to cover all SP related costs directly or through IMO. All costs should be made in advance to IMO so that the Organization is not compromised financially.

7 **Nominations by Member States should be addressed to Human Resources Services quoting in the subject line the specific SP position number.** All nominations should be sent to: rsd@imo.org.

ANNEX

POST NUMBER	SECTION	DIVISION
SP 22-06	Maritime Training and Human Element	Maritime Safety Division

SENIOR PROFESSIONALS (SPs)

GENERAL INFORMATION AND REQUIREMENTS FOR ALL SP POSITIONS

Date of issue: 12 July 2022

Deadline for applications: 30 April 2024

Recruitment information:

All advertised positions are subject to funding by the Member State. As such, the appointment is limited to the period of funding. The engagement period is for a maximum period of three years, subject to requirements and satisfactory performance. IMO does not guarantee employment beyond this period.

Required competencies:

The successful candidate will have:

- a) Knowledge and understanding of theories, concepts and approaches in the required field of expertise.
- b) Conceptual analytical and evaluative skills and proven ability to conduct research and analysis.
- c) Demonstrated professional competence and mastery in the relevant specialized field.
- d) Ability to develop clear goals that are consistent with agreed strategies; foresee risks and allow for contingencies when planning.
- e) Organizational and time management skills and a high degree of initiative together with the ability to work under pressure and manage conflicting priorities and high volumes of work.
- f) Integrity, discretion, accuracy and meticulous attention to detail.
- g) Proven ability to establish and maintain effective working relations with internal and external stakeholders, at all levels including in an international, cross-cultural context.

Professional experience:

Minimum seven years high-level expertise required in a relevant discipline, as described on the requirements for this role.

Academic qualifications:

Advanced university degree (Master's or equivalent) required in a relevant discipline, based on the requirements for this role.

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:

Proficiency in MS Office applications. Abilities to summarize relevant issues and prepare concise briefs, as well as to analyse relevant data, which should be reflected in documents using Word, Excel and PowerPoint, are essential.

How to apply:

Since this is a voluntary position financed by a sponsoring Member State, *only nominations submitted directly by the sponsoring Member State will be accepted*. Nominations must include an official communication from the sponsoring Member State, accompanied by a cover letter from the candidate stating the reasons for applying and relevant experience to the advertised post, and an up to date **Personal History Form** (available under '[Careers at IMO](#)' on our website www.imo.org). Nominations sent by a Member State should be addressed to Human Resources Services to the following email address: rsd@imo.org.

Please state the relevant advertised *position number* in the subject line.

Kindly **do not** send nominations via multiple routes

Applications will be acknowledged only in the case that they are short-listed for interview

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*IMO encourages the nominations of qualified women from Member States.
IMO will make every effort to facilitate the employment of persons with disabilities*

MARITIME SAFETY DIVISION

Senior Professional on Maritime Training and Human Element

Position number: SP 22-06

Admin number: ADMIN/22/55

Specific professional experience:

Minimum seven years high-level expertise in maritime administration and/or maritime affairs, dealing with seafarers' matters, in particular, maritime training and human element issues. Relevant experience in applying IMO instruments, such as the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW), STCW-F Convention and International Safety Management (ISM) Code, and other relevant international instruments, in particular to the International Labour Organization (ILO) Maritime Labour Convention (MLC), 2006, as amended. Experience in project management is required.

Specific professional qualifications:

Advanced university degree in marine engineering, nautical science or maritime affairs.

Main duties and responsibilities:

Under the supervision of the Head, Maritime Training and Human Element, Maritime Safety Division, the incumbent will:

- 1 Act as project manager of projects relevant to maritime training and human element, coordinating and supporting their implementation, in particular:
 - .1 develop technical specifications and terms of reference;
 - .2 identify suitable consultants/experts;
 - .3 coordinate contractual arrangements;
 - .4 coordinate and oversee the work of consultants;
 - .5 provide the necessary advice during the implementation of the project;
 - .6 ensure timely delivery of results and outputs in all project activities;
 - .7 establish steering groups to ensure the quality of the outputs, as necessary, and coordinate their work;
 - .8 monitor work plans, budgets and expenditures;
 - .9 coordinate the preparation of the final report of the project;
 - .10 oversee and coordinate the technical and financial closure of the project; and
 - .11 any other tasks to ensure proper project implementation.
- 2 Facilitate collaboration and cooperation with internal and external stakeholders by developing and maintaining working relationships and partnerships relevant to the projects developed.

- 3 Carry out Secretariat functions in the context of the duties and responsibilities of the position, participating in the preparation and organization of meetings, drafting of documents and reports of such meetings and carrying out the appropriate follow-up actions resulting from such meetings, as instructed.
 - 4 Coordinate cross-divisional work and work with external stakeholders on the human element and provide support and expert advice, as required.
 - 5 Provide expert advice to the Division on matters related to maritime training, taking into account the latest research and trends, and prepare briefs and/or articles for IMO and other publications, as required.
 - 6 Provide technical advice and assistance to Member States by responding to routine requests for information related to maritime training and the human element.
 - 7 Prepare reports, publications, presentations, circular letters and other documents in the context of the duties and responsibilities of the position, as assigned.
 - 8 Undertake such other duties connected to the work of the Maritime Safety Division as may be assigned.
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