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Circular letter No. 4016
27 November 2019

To: IMO Member States

Subject: **Senior Professional position 2019**

1 The Secretary-General of the International Maritime Organization (IMO) has the honour to announce a Senior Professional position for 2019.

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 two 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 from sponsoring Member States should reach the Organization as soon as possible and, in any case, no later than **1 June 2020**.

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 2-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: mssp@imo.org.

ANNEX

POST NUMBER	SECTION	DIVISION
SP 19-07	Office for the London Convention/Protocol and Ocean Affairs	Marine Environment Division

SENIOR PROFESSIONALS (SPs)

GENERAL INFORMATION AND REQUIREMENTS FOR ALL SP POSITIONS

Date of issue: 27 November 2019
Deadline for applications: 1 June 2020

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 two 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 high-level 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 in [SP 19-07](#).

Academic qualifications:

Advanced university degree (Master's or equivalent) required in a relevant discipline, as detailed in [SP 19-07](#).

Language skills:

Excellent command of spoken and written English is required; knowledge of other official languages of the Organization will be an advantage.

Other skills:

Proficiency in MS Office applications.

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: msp@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 shortlisted for interview

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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

SENIOR PROFESSIONAL OCEAN AFFAIRS EXPERT

OFFICE FOR THE LONDON CONVENTION/PROTOCOL AND OCEAN AFFAIRS MARINE ENVIRONMENT DIVISION

Position number: SP 19-07

Admin number: ADMIN/19/54

Specific professional experience:

Minimum of seven years demonstrated high-level technical expertise in the areas of environment-related IMO conventions/regulatory framework, in particular the London Convention/Protocol, MARPOL, Particularly Sensitive Sea Areas (PSSAs), and related matters. A solid understanding of IMO's role in ocean governance, as well as current and emerging issues within IMO's environmental remit is essential, as is an understanding of, and sound experience with, pertinent parts of the UN system and the relevant global/intergovernmental processes, e.g. the 2030 Agenda for Sustainable Development and the SDGs, climate change issues, the UN Decade of Science for Sustainable Development, biodiversity in areas beyond national jurisdiction (BBNJ), and ongoing issues such as marine plastic litter. Strong presentation and drafting skills in English are required.

Specific professional qualifications:

Advanced university degree (Master's or equivalent) in a relevant field such as maritime affairs, environmental sciences, or ocean management/governance.

Main duties and responsibilities:

Under the overall direction of the Director, Marine Environment Division, and the immediate supervision of the Head, Office for the London Convention/Protocol and Ocean Affairs, the incumbent will:

1. Support the Division's work on matters related to ocean affairs and ocean related intergovernmental processes, including development and management of related projects, response to queries, drafting of memos, briefs and articles as well as preparation of circulars.
 2. Participate in matters related to marine plastic litter, to support the work under the London Convention/Protocol and the IMO Action plan to address marine plastic litter from ships, including supporting IMO's intergovernmental and interagency efforts.
 3. Prepare meetings, mainly related to the London Convention and Protocol, but if the need arises also for other meetings of the Organization, as may be required.
 4. Draft and prepare documents, reports, and communications, as may be required in connection with the work of the London Convention/Protocol and Ocean Affairs.
 5. Manage the preparation and production of outreach material, attend relevant conferences, meetings and seminars, as requested and appropriate.
 6. Coordinate MED's contribution to the Organization's Integrated Technical Cooperation Programme (ITCP) including the organization of meetings, workshops, seminars and training courses.
 7. Execute any other tasks on related issues, as required by the responsible officer.
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