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Circular Letter No. 4176  
5 November 2019

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 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](http://www.imo.org)). Nominations from sponsoring Member States should reach the Organization as soon as possible and, in any case, no later than **29 March 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](mailto:mssp@imo.org).

## ANNEX

POST NUMBER	SECTION	DIVISION
<b>SPO 19-10</b>	Resource Mobilization and Partnerships	Technical Cooperation Division

## SENIOR PROFESSIONALS (SPs)

### GENERAL INFORMATION AND REQUIREMENTS FOR ALL SP POSITIONS

**Date of issue: 5 November 2019**

**Deadline for applications: 29 March 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 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 demonstrated high-level expertise required in a relevant discipline.

#### **Academic qualifications:**

Advanced university degree (Master's or equivalent) required in a relevant discipline.

#### **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.

#### **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](http://www.imo.org)). Nominations sent by a Member State should be addressed to Human Resources Services to the following email address: [msp@imo.org](mailto: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*

## **RESOURCE MOBILIZATION AND PARTNERSHIPS TECHNICAL COOPERATION DIVISION**

### **Senior Professional on Knowledge Partnerships**

**Position number: SP 19-10**

**Admin number: ADMIN/19/73**

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

High-level experience in international Development Cooperation activities, UN Sustainable Development Goals, IMO Technical Cooperation activities, formulation and development of project proposal, working within an administration highly desirable. Experience with fund raising and resource mobilization activities. Strong presentation and drafting skills in English required.

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

Under the general supervision of the Director, Technical Cooperation Division (TCD), and the immediate supervision of the Head, Resource Mobilization and Partnerships, TCD, the incumbent will perform the following tasks:

- 1 Implement and update the Resource Mobilization Strategy and make arrangement for partnerships;
  - 2 Establish and maintain the stage-by-stage knowledge partnership mechanism in line with the long-term Resource Mobilization Strategy for IMO's technical cooperation activities;
  - 3 Produce and update marketing materials to promote the long-term Resource Mobilization Strategy for IMO's TC activities;
  - 4 Coordinate the organization and implementation of regional donor/recipient workshops, in close cooperation with the Regional Coordinators and Regional Maritime Adviser;
  - 5 Prepare proposals for, and manage, outreach campaigns and activities related to the Organization's Resource Mobilization Strategy;
  - 6 Establish and maintain a dialogue with Member State Governments to share information regarding resource mobilization opportunities and to seek possible cooperation;
  - 7 Draft and prepare the agreements/MoUs for partnership cooperation;
  - 8 Establish and manage databases necessary for resource mobilization activities, in line with the Country Maritime Profile;
  - 9 Mission travel to Member States as may be required;
  - 10 Represent the Organization, as instructed, in meetings of the United Nations System and other international or regional organizations dealing with resource mobilization and partnerships issues;
  - 11 Work with representatives of participating countries, partner countries and partner organizations, regarding resource mobilization and partnership activities; and
  - 12 Carry out other duties within the incumbent's professional competence, as may be required by the Director, TCD.
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