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Circular Letter No. 4191
20 December 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). Nominations from sponsoring Member States should reach the Organization as soon as possible and, in any case, no later than **2 August 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 19-11		Maritime Safety Division

SENIOR PROFESSIONALS (SPs)

GENERAL INFORMATION AND REQUIREMENTS FOR ALL SP POSITIONS

Date of issue: 19 December 2019
Deadline for applications: 2 August 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 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, 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.

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

MARITIME SAFETY DIVISION

STRATEGIC PLANNING SUPPORT OFFICER

Position number: SP 19-11

Admin number: ADMIN/19/91

Specific professional experience:

Minimum of seven years of demonstrated high-level experience in at least one of the following areas: maritime or public administration, maritime law, maritime safety, naval architecture, marine engineering or business administration.

Academic subjects:

Advanced university degree in business administration, economics, social or political science, law, public administration, logistics or related fields.

Main duties and responsibilities:

Under the direct supervision and guidance of the Director of the Maritime Safety Division (MSD), the incumbent will:

- 1 Coordinate and consult with internal and external stakeholders concerning new trends, developments and challenges affecting the Organization in pursuit of its mission and assist the Director MSD in the identification of proactive measures to enhance the Division's impact, influence and effectiveness.
 - 2 Assist in the implementation and reporting of the Strategic Plan and other associated plans of the Organization regarding the work of MSD, monitor their application and propose improvements.
 - 3 Prepare, monitor and align the work programme of the Maritime Safety Committee and its subsidiary bodies, including assessment of proposals for new outputs and preparation of related Committee documents.
 - 4 Prepare, or coordinate preparation of, briefs for the Secretary-General and the Director concerning subjects under the responsibility of the Division.
 - 5 Provide information concerning the work of the Division to Member States, the UN and its specialized agencies, international organizations, industry, research establishments etc.; and to other divisions of the Secretariat.
 - 6 Facilitate dialogue and promote improved collaboration and cooperation with internal and external stakeholders by developing and maintaining strong working relationships and partnerships with other IMO divisions, Government representatives, UN system organizations and intergovernmental and non-governmental organizations.
 - 7 Participate in the organization-wide strategic planning and risk management processes, advising the Director on follow-up action of key resolutions and policy decisions of the Organization and monitor their implementation.
 - 8 Perform any other related duties, as required.
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