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Circular Letter No. 4404
3 June 2021

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](#)). The deadline for the submissions of nominations from sponsoring Member States to IMO has been extended to **31 May 2022**.

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 21-01	Human Resources Services	Administrative Division

SENIOR PROFESSIONALS (SPs)

GENERAL INFORMATION AND REQUIREMENTS FOR ALL SP POSITIONS

Date of issue: 3 June 2021

Deadline for applications: 31 May 2022

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:

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](#)). 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 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

HUMAN RESOURCES SERVICES ADMINISTRATIVE DIVISION

HUMAN RESOURCES LEGAL AND POLICY OFFICER

Position number: SP 21-01

Admin number: ADMIN/21/26

Specific professional experience:

At least five years of experience in human resources or as a lawyer in an international organization, in government service, the commercial/private sector or non-governmental organization (NGO) servicing the administration of the Organization, providing legal analysis. Experience in matters related to human resources policies and experience with a system of administration of justice is highly desirable.

Specific Professional qualifications:

Advanced university degree in human resources or law, preferably with specialization in employment or administrative law.

Main duties and responsibilities:

Under the supervision of the Head, Human Resources Services, the incumbent will provide support in the development, monitoring, implementation, and promotion of human resources related regulations, rules, policies and procedures. The role will also liaise closely with the Legal Affairs Office.

1. Provides legal and policy support and advice on the interpretation and application of staff regulations and rules, the review of administrative decisions; coordinate with Human Resources colleagues in preparing and drafting amendments to the staff regulations and rules; developing policies and procedures, drafting administrative circulars and memos or amendments thereto verifying their consistency with the UN system issuances and International Civil Service Commission (ICSC) directives; monitors and prepares analyses and evaluations of human resources policies and practices.
2. Collaborate with and provide legal advice and assistance to Human Resources Services on matters relating to administrative and employment law and other relevant issues and projects. Conduct internal justice related activities on behalf of the Administration, including providing responses and inputs to Legal Affairs office for the Staff Appeals Board (SAB), and coordinate with Legal Affairs Office on replies to the United Nations Appeals Tribunal (UNAT).
3. Provide guidance to management and staff, as well as to client entities on conflict prevention and resolution. Identify cases that are amenable to informal resolution and liaise with relevant counterparts on their redressal and draw up formalities regarding the settlement of disputes and monitor the implementation of the legal clauses and resolution.
4. Assist the responsible official in receiving and assessing complaints/reports of alleged misconduct and process such complaints in accordance with established policies and procedures, liaise with Internal Oversight and Ethics Office as appropriate.
5. Follow up on the best practices and administrative updates in the UN Common system and develop appropriate proposals for adoption at IMO.
6. Services committees, task forces, working groups and other bodies, including preparation of background materials, consolidation of views, provide input, prepare meeting reports, etc.

7. Provide input and legal clearance of human resources provisions in policies, agreements, memoranda of understanding with other Sections and organizations.
 8. Perform any other duties as may be assigned.
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