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Circular Letter No. 4478  
18 November 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](mailto:rsd@imo.org).

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## ANNEX

POST NUMBER	SECTION	DIVISION
<b>SP 21-02</b>	Investigations, Internal Oversight and Ethics Office	Office of the Secretary General

## SENIOR PROFESSIONALS (SPs)

### GENERAL INFORMATION AND REQUIREMENTS FOR ALL SP POSITIONS

**Date of issue: 18 November 2021**  
**Deadline for nominations: 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:**

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

## INTERNAL OVERSIGHT AND ETHICS OFFICE (IOEO)

### OFFICE OF THE SECRETARY GENERAL

**Position number:** SP 21-02

**Admin number:** ADMIN/21/76

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

Professional experience in investigation, anti-fraud and/or institutional integrity in the United Nations system or international organizations, national governments or commercial enterprises; including three years in the international environment.

#### **Specific professional qualifications:**

Advanced university degree in law is a requirement. Certified Fraud Examiner (CFE) or equivalent, or formal training in administrative investigation at national authority is also required.

#### **Any additional skills:**

Skill in ICT forensics investigation is preferred.

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

Under the overall direction of the Head of IOEO and immediate supervision of the Senior Internal Oversight Officer, the incumbent will plan, organise, conduct and/or supervise and report on the investigations of fraud and behavioural misconduct, and lead the Organization's efforts to strengthen anti-fraud and institutional integrity programmes.

1. Conduct the screening and preliminary assessment of allegations, determining whether they are receivable, and deciding the possible scope and approaches of investigation.
2. Plan and conduct investigations in accordance with established standards, policies and procedures. Direct and supervise consultants, if any, to carry out investigative tasks as required.
3. Conduct discussions of investigation findings and any recommendation for corrective action at close of investigation with the concerned parties, and act as the IOEO representative in matters of case handling.
4. Prepare and / or review investigation reports, closure memos and referrals for approval and issuance by the Head, IOEO for transmission to the concerned offices of IMO.
5. Establish and maintain a restricted-access database to receive, log and provide status reports on all allegations, complaints and investigations.
6. Lead the development of investigation and anti-fraud related risk assessment, strategy, policies, procedures, methodologies and tools including preparation of fraud risk assessment model, polices, and anti-fraud training programme.
7. Perform any other duties as may be assigned by the Head of the Office or the designated officer.