

4 ALBERT EMBANKMENT  
LONDON SE1 7SR  
Telephone: +44 (0)20 7735 7611 Fax: +44 (0)20 7587 3210

Circular Letter No. 4481  
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 **28 February 2023**.

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).

\*\*\*

## ANNEX

POST NUMBER	SECTION	DIVISION
<b>SP 21-06</b>	Operational Safety and Human Element	Maritime Safety Division

## SENIOR PROFESSIONALS (SPs)

### GENERAL INFORMATION AND REQUIREMENTS FOR ALL SP POSITIONS

**Date of issue: 16 November 2021**

**Deadline for nominations: 28 February 2023**

#### **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**

\* \* \*

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

**MARITIME AUTONOMOUS SURFACE SHIPS**  
**OPERATIONAL SAFETY AND HUMAN ELEMENT**  
**MARITIME SAFETY DIVISION**

**Position number: SP 21-06**  
**Admin number: ADMIN/21/78**

**Specific professional experience:**

Experience in development of global maritime regulation, preferably working within an Administration; experience in navigation, preferably including operational experience serving on ships; law background would be an advantage.

**Specific professional qualifications:**

Advanced university degree in maritime administration, navigation and marine science or equivalent qualification in a relevant discipline.

**Any additional skills:**

Strong presentation and drafting skills in English essential.

**Main duties and responsibilities:**

Under the supervision of the Deputy Director Operational Safety and Human Element, the incumbent will:

1. Provide expert advice in matters related to development of global regulations for maritime autonomous surface ships (MASS) and share related expertise and knowledge within the Division, as appropriate.
2. Carry out Secretariat duties relating to the Working Group on MASS during meetings of the Maritime Safety Committee and other relevant working/drafting groups established by relevant technical bodies of the Organization.
3. Cooperate closely with other relevant Divisions of the Secretariat and coordinate interdivisional work on MASS related matters.
4. Provide policy and strategic advice and prepare paper submissions, lectures, presentations and technical papers on MASS related subjects.
5. Represent the Organization at outside meetings dealing with MASS matters, such as intergovernmental meetings, conferences, seminars and other similar events, preparing and presenting lectures and technical papers to explain IMO's work related to MASS, as required.
6. Liaise with Member States and international organizations on all aspects relating to the MASS related work of the Organization.
7. Respond to MASS-related queries from Member Governments, international organizations and the industries concerned.
8. Perform other related duties, as required.