

Circular Letter No. 4541/Rev.1  
9 May 2022

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 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 [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 **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).

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## ANNEX

POST NUMBER	SECTION	DIVISION/DEPARTMENT
<b>SP 22-01</b>	Partnerships	Department of Partnerships and Projects

## SENIOR PROFESSIONALS (SPs)

### GENERAL INFORMATION AND REQUIREMENTS FOR ALL SP POSITIONS

**Date of issue: 9 May 2022**

**Deadline for applications: 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 [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: [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*

## Department of Partnerships and Projects

### Project Development Officer

**Position number: SP 22-01**

**Admin number: Admin/22/21**

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

Minimum seven years of relevant professional experience, including relevant non-governmental experience (e.g. shipping company, classification society, or similar) and senior professional experience in government service (e.g. maritime administration) and covering the following subject areas:

- Maritime-related research and development (R&D), technology transfer, capacity building, technical cooperation projects;
- Establishing and implementing international and national legislation/policy strategies in the areas of maritime safety and environmental protection, in particular focused on the Greenhouse Gas emission, digitalization, fishing vessel safety and passenger ship safety;
- Technical Cooperation projects in the areas of maritime safety and environmental protection, especially supporting implementation of IMO instruments; and
- Participation in IMO's technical meetings.

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

Advanced university degree in nautical science, marine engineering, ship construction, naval architecture, environmental sciences, or related fields.

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

Under the general supervision of and guidance of the Chief of the Department for Partnerships and Projects and immediate supervision of the Head of Partnerships, the incumbent will:

1. Develop project documents, in close cooperation with technical divisions, including project concept notes and other technical documents for maritime safety and environment protection related projects focusing on:
  - GHG emissions;
  - Marine plastic;
  - Digitalization;
  - On-board training;
  - Sustainable Maritime Transport (SMART);
  - Fishing Safety;
  - Passenger ship Safety; and
  - Other flagship projects of IMO.
2. Facilitate collaboration and cooperation with internal and external stakeholders by developing and maintaining working relationships and partnerships relevant to the projects developed.
3. Liaise with IMO's MED and TCD officers to ensure that the outputs of the projects are in line with the regulatory and policy discussions and decisions of IMO;
4. Promote the Projects by organizing international forums, among other events, and encourage countries to participate
5. Liaise with member States officials to identify the needs/demands of the countries and possible sources of funding with respect to project development

6. Develop database on maritime related development cooperation projects
  7. Prepare proposals for, and manage, outreach campaigns and activities related to the project development
  8. Perform any other related duties requested by the Chief of Department for Partnerships and Projects and the Head of Partnerships, as required.
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