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Circular Letter No. CL.4969  
27 January 2025

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 documents C 109/4(a)2 and C 125/D/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 and contribute 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 **31 March 2025**

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: [rsd@imo.org](mailto:rsd@imo.org).

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## ANNEX

| POST NUMBER     | SECTION                                     | DIVISION                           |
|-----------------|---|------------------------------------|
| <b>SP 25-01</b> | <b>Sub-Division for Protective Measures</b> | <b>Marine Environment Division</b> |

## SENIOR PROFESSIONALS (SPs)

### GENERAL INFORMATION AND REQUIREMENTS FOR ALL SP POSITIONS

**Date of issue: 27 January 2025**

**Deadline for nominations: 31 March 2025**

#### **Recruitment information:**

Appointments are subject to funding by the Member State for a period of one year with the possibility of a yearly extension up to a total of three years, subject to requirements and satisfactory performance. All SPO positions are subject and limited to funding by the nominating Member State. IMO does not guarantee employment beyond the SPO appointment 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:**

Proficiency in (English written and oral) is required; knowledge of other official languages of the Organization will be an advantage.

#### **Other skills:**

Proficiency in Microsoft Office applications in particular Word, Excel and PowerPoint is required. Ability to summarize relevant issues, draft concise briefs and analyse data is essential.

#### **How to apply:**

Since this is a position financed by a nominating Member State, *only nominations submitted directly by the sponsoring Member State will be accepted*. Nominations must include (1) an official communication from the sponsoring Member State, (2) a cover letter from the candidate stating the reasons for applying and relevant experience, and (3) an up to date [Personal History Form](#) (available under 'Careers at IMO' on our website [www.imo.org](http://www.imo.org)). Nominations from Member States must be submitted to the following email address: [rsd@imo.org](mailto:rsd@imo.org).

**Please quote the relevant SPO *position number* in the subject line.**

Kindly **do not** send nominations via multiple routes.

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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*

## MARINE ENVIRONMENT DIVISION

### SENIOR PROFESSIONAL OFFICER

**Position number: SPO 25-01**

**Admin number: ADMIN/25/08**

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

Minimum of 7 years of relevant professional experience, including senior professional experience in relevant government service (e.g., maritime administration, ministry or agency) and covering the following subject areas:

1. managing maritime-related research and development (R&D) projects;
2. establishing and implementing international and/or national legislation or policy strategies in the areas of environmental protection, reduction of greenhouse gas (GHG) emissions, promoting the uptake of alternative marine fuels, and/or the safe on-board handling and bunkering alternative marine fuels;
3. leading technical cooperation/capacity building projects in the above-mentioned areas and/or supporting implementation of IMO instruments; and
4. participation in relevant IMO's technical meetings (e.g. MEPC and/or MSC).

Documented professional experience with fuel consumption reporting and analysis; web-site development and maintenance, and/or GHG/environmental emissions credit registries'

#### **Academic subjects:**

Advanced university degree in marine engineering, ship construction, naval architect, environmental sciences or related fields. Good knowledge/background in project management would be a distinct advantage.

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

Under the direct supervision of the Head of Climate Action and Clean Air of the Marine Environment Division (MED), the incumbent will:

1. manage the Future Fuels and Technology Project, including overseeing the project analyst;
2. oversee the development, procurement, and implementation of relevant studies, researches, and relevant activities to support enhancing informed decision-making by the Marine Environment Protection Committee (MEPC) on reducing greenhouse gas (GHG) emissions from international shipping;
3. manage and maintain the project website (<https://futurefuels.imo.org>); ensuring its continuous update with the latest information on zero and near-zero marine fuels and technologies;
4. facilitate collaboration and cooperation with internal and external stakeholders by developing and maintaining working relationships and partnerships, with a particular focus on building data-sharing collaborations as data providers to the project website;
5. within the scope of the project, organize outreach activities, including symposia, roundtables, and other events, to promote the uptake of zero and near-zero marine fuels and technologies and implementation of the 2023 IMO GHG Strategy;

6. provide expert advice, as appropriate, on matters related to the commercialization and uptake of zero- or near-zero marine fuels and technologies;
7. participate and contribute to the Organization's other capacity building efforts in the area of GHG reduction; and
8. perform any other related duties requested by the Deputy-Director for Protective Measures and the Head of Climate Action and Clean Air, as required.

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