

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

Circular Letter No. CL.4969
27 January 2025

70

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). 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.

ANNEX

POST NUMBER	SECTION	DIVISION
SP 25-02	Executive Office of the Secretary-General	Office of the Secretary-General

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). Nominations from Member States must be submitted to the following email address: rsd@imo.org.

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

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

* * *

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

OFFICE OF THE SECRETARY-GENERAL

SENIOR PROFESSIONAL OFFICER

Position number: SPO 25-02

Admin number: ADMIN/25/09

Specific professional experience:

Minimum of seven years of professional experience in maritime administration, classification societies, or data management in the field of safety, security, or related fields.

Experience in project management is essential. Experience in an IT upgrade/infrastructure project will be beneficial.

Experience of working with maritime industry stakeholders is essential.

Academic subjects:

An advanced university degree in maritime studies, law, international relations, environmental sciences, or a related field are an advantage.

Main duties and responsibilities:

Under the supervision of the Chief of Staff (CoS), the Senior Professional Officer (SPO) will support the successful delivery of the development of the enhancement and upgrade of Global Integrated Shipping Information System (GISIS) as well as contribute to the successful implementation of other activities led by the Executive Office of the Secretary General.

Key Responsibilities

1. GISIS Project Coordination

- .1 Act as a focal point for the GISIS project consultancy and ensure good communication between all parties (consultancy provider, Secretariat, and Member States).
- .2 Ensure consistency and coordination of the project in line with the project document/ Terms of Reference with the selected consultancy provider.
- .3 Chair discussions and participate as a speaker in relevant events, and other outreach activities representing the project.
- .4 Coordinate with the Secretariat's Information and Communication technology Services (ICTS) to ensure that the consultancy provider is given access to the technical information necessary to develop the upgraded GISIS.
- .5 Create awareness-raising materials, plan the various activities related to the implementation of the project.
- .6 Conduct project progress reviews and provide input for all technical reports and publications prepared by the project.
- .7 Follow discussions in relevant IMO Committees and Sub- committees, as well as relevant discussions of other UN entities.
- .8 Monitor compliance with project completion dates.
- .9 Manage risks and contingency measures.

- .10 Identify and organize meetings with stakeholders required for the consultancy provider to complete the project' and
- .11 Organize and prepare regular project progress meetings.

2. Project Implementation

- .1 Exercise overall responsibility for planning, implementation, management and coordination of the project operations and coordination with the consultancy provider.
- .2 Ensure timely implementation of all project activities, including quality control and review of all produced technical outputs.
- .3 Define and orient the main strategy for project implementation in consultation with relevant stakeholders, including overseeing preparation and updating the project work plan, as required
- .4 Donor reporting; follow up of ExCom and Steering Committee decisions and recommendations.
- .5 Lead and effectively manage the project coordination providing appropriate feedback and guidance for the consultancy provider.
- .6 Oversee and coordinate the review and evaluation of the Project and the annual budget revisions; and
- .7 Deliver any other duties as required for the effective management of the project and duties requested by IMO.

3. GISIS Data Management

- .1 Support the provider in understanding the needs of Member State and processes of all relevant stakeholders within the Secretariat.

4. Document Preparation

- .1 Prepare and draft documents related to the work on the GISIS enhancement project to the Council and any other relevant bodies.
- .2 Assist the CoS in drafting submissions relating to the modifications to the IMO Number Scheme process;
- .3 Assist in drafting and preparing various documents related to the work of EOSG as required; and
- .4 Assist EOSG with work relating to the strategic plan, internal communication, risk management, the business plan and the accountability framework, as required.