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Circular Letter No. CL.4987
10 March 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 May 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 25-03	Maritime Security Section	Maritime Security Division

SENIOR PROFESSIONALS (SPs)

GENERAL INFORMATION AND REQUIREMENTS FOR ALL SP POSITIONS

Date of issue: 10 March 2025

Deadline for nominations: 31 May 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.

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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

OFFICE OF THE SECRETARY-GENERAL

SENIOR PROFESSIONAL OFFICER

Position number: SPO 25-03

Admin number: ADMIN/25/26

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.

Academic subjects:

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

Background:

IMO's Project Implementation Team for the Djibouti Code of Conduct/Jeddah Amendment (DCoC/JA), based at the IMO Regional Presence Office in Nairobi, Kenya, serves as the secretariat for the implementation of the DCoC/JA. The DCoC/JA is a comprehensive regional framework designed to enhance maritime security in the Western Indian Ocean and the Gulf of Aden. Its purpose is to foster cooperation among 21 signatory states in combating illegal maritime activities, such as Piracy and Armed Robbery at Sea; Illegal, Unreported, and Unregulated (IUU) Fishing; Maritime Terrorism; Illegal Drug Trafficking; Environmental Crime etc. which pose significant threats to the region's stability and security. The scope of the DCoC/JA includes strengthening information-sharing mechanisms, improving maritime domain awareness, enhancing port security, and coordinating regional law enforcement efforts at sea. Through these collective actions, the DCoC/JA seeks to create safer and more secure maritime environments, contributing to regional stability and economic growth.

With support from Denmark, the IMO aims to strengthen the capacity of the DCoC Team to cope with an increased workload. This includes supporting the enhancement of the countries' Maritime Domain Awareness and information-sharing systems, as agreed upon by the Signatory States, and the implementation of donor projects supporting the execution of the DCoC/JA.

Main duties and responsibilities:

Under the direct supervision of the Project Manager, DCoC/JA, the Maritime Security Advisor will provide substantive expertise for activities in the DCoC Region.

The post is based at the IMO Regional Presence Office for Eastern and Southern Africa in Nairobi, Kenya, and will involve frequent travel to other DCoC participating states. Some travel beyond the region may also be required.

Key Responsibilities

Within the assigned authority, the Maritime Security Advisor will be responsible for providing strategic advice and operational assistance to the DCoC Project Manager in the development and implementation of activities as set out below:

- Participate in the planning, organization, implementation, and monitoring of program activities as outlined in the DCoC action plan and in accordance with the approved annual costed work plans.
- Provide support to managers of DCoC National Maritime Information Sharing Centres (NMISCs) and National Focal Points (NFPs) in strengthening the NMISCs and enhancing Maritime Domain Awareness (MDA).
- Support IMO missions in undertaking technical capability assessments for NMISCs.

- Where requested and appropriate, coordinate training courses with international experts and IMO staff in areas related to information sharing and MDA;
 - Ensure that operations, procurement, logistics, liaison and communication activities related to the delivery of programme outputs are conducted and implemented according to IMO's standards and procedures;
 - Provide advice on the monitoring and evaluation of projects, including the development and population of indicators to demonstrate project progress and inform recommendations.
 - Assist in the mobilization of additional resources for programme activities and develop further technical assistance programmes to enhance safety and security of navigation in the Western Indian Ocean and the Gulf of Aden.
 - Performs other work-related duties as required.
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