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Circular Letter No. C.L.5052  
11 July 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 **30 September 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 25-05</b>	Asia and Pacific Section	Technical Cooperation and Implementation Division

## SENIOR PROFESSIONALS (SPs)

### GENERAL INFORMATION AND REQUIREMENTS FOR ALL SP POSITIONS

#### **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*

SENIOR PROFESSIONAL OFFICER, ASIA AND PACIFIC SECTION

**Position number: SP 25-05**

**Admin number: ADMIN/25/68**

**Specific professional experience:**

Minimum of seven years of demonstrated high-level experience in project management or international development issues. Working knowledge of IMO Conventions, with experience in their application within an administration is a requirement. Experience with capability development would be an advantage. Strong presentation and drafting skills in English and ability to manage projects with minimal supervision required.

**Academic subjects:**

Advanced university degree (Master's or equivalent) in a relevant field such as international development, project management, ocean governance, maritime administration, marine science and policy, international relations, public administration, public policy, economics, law or related fields.

**Main duties and responsibilities:**

Under the direct supervision of the IMO Regional Coordinator, Regional Presence Office for Technical Cooperation for the Pacific, and the general supervision of the Head of Asia and Pacific Section, TCID, the incumbent will provide integrative and adaptive project coordination support to the work of the Section, in connection with IMO's Integrated Technical Cooperation Programme (ITCP). The incumbent will form part of the Section and work in collaboration with the Principal Programme Assistant and other staff of the Asia and Pacific Section. The work of the incumbent will include, inter alia:

1. Complement the functions of the Regional Coordinator, by assisting in the organization, execution and implementation of IMO Integrated Technical Cooperation Programme (ITCP) activities and TC Projects in the region.
2. Support the monitoring and evaluation of all capacity development activities in the Pacific under the ITCP, including the delivery of training courses.
3. Support recruitment and management of consultants as required.
4. Assist in identifying potential funding sources and partnerships.
5. Prepare donor proposals and report for technical cooperation activities.
6. Under the oversight of the IMO regional coordinator, provide policy and strategic advice and prepare paper submissions, lectures, presentation and technical papers on subjects related to maritime thematic priorities.
7. Technical assistance programme for presentation to the Technical Cooperation Committee, and other relevant working/drafting groups established by relevant technical bodies of the Organization.
8. Prepare technical meetings, draft and edit documents and reports for such meetings.
9. Prepare and supervise the preparation of IMO publications, other documents and amendments thereto.
10. Represent the Organization at meetings outside such as intergovernmental meetings, conferences, seminars and other relevant regulatory work, as

required and prepare mission reports.

11. Provide oversight of the relevant modules in the IMO Global Integrated Shipping Information Systems (GISI) and other tools/database/systems related to the ITCP.

12. Provide expert advice and respond to queries on related IMO conventions, codes and recommendations and documentation from Member States and the industries concerned.
  13. Provide project management support for the Section, as required
  14. Perform any other duties as may be assigned by the Director of the Division or the designated officer.
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