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Circular Letter No. CL.5070Rev3  
31 October 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 **28 February 2026**.

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 25-06</b>	Sub-division for the Member State Audit and Implementation (MSAI)	Technical Cooperation and Implementation Division (TCID)

## 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*

## TECHNICAL COOPERATION AND IMPLEMENTATION DIVISION (TCID) SUB-DIVISION FOR MEMBER STATE AUDIT AND IMPLEMENTATION (SDMSAI)

### SENIOR PROFESSIONAL OFFICER, MEMBER STATE AUDIT AND IMPLEMENTATION

**Position number: SP 25-06**

**Admin number: ADMIN/25/75**

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

Minimum of ten years of demonstrated high-level experience in fields relevant to maritime affairs, including knowledge of port State control activities. The ability to manage projects is required. Professional experience in data management-related issues would be an advantage.

#### **Academic subjects:**

Advanced university degree in disciplines relevant to maritime affairs/maritime engineering/navigation.

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

Under the overall supervision of the Director, Technical Cooperation and Implementation Division (TCID) and Deputy Director of the Sub-division for the Member State Audit and Implementation (SDMSAI), and the immediate supervision of the Head, Instruments Implementation Support, the incumbent will:

- 1 *Carry out* Secretariat's duties relating to meetings of the Maritime Safety Committee, the Sub-Committee on the Implementation of IMO Instruments (III) and other IMO bodies, as directed;
- 2 have a proactive role, further developing in practice and following a holistic and inter-divisional methodology, relating to the support to the implementation of IMO instruments and the knowledge-based rule-making processes, in general, and, in particular:
  - .1 support the review and data-management project on Global Integrated Shipping Information System (GISIS) in general and in particular, other associated data systems, in the wider context of knowledge and data management throughout all modules especially the relation between the dashboard and all modules;
  - .2 support the development, in cooperation with the regional PSC regimes, of an overarching database with associated web service and coordinate the relevant work in establishing the overarching database, including PSC coding, harmonization of data formats, data mapping and data transfer;
  - .3 maintain and update the current GISIS modules on Reporting Requirements Dashboard, Port State Control (PSC) and others;
  - .4 monitor and develop improved methodology as possible, in cooperation with regional PSC regimes, to improve data transfer capabilities between GISIS module on Port State Control and database systems of regional PSC regimes to ensure continued data transfer with the required accuracy;
  - .5 undertake and manage complex analyses to support all knowledge management aspects of the SDMSAI, in particular relating to identification of trends and patterns in PSC data and other available 4 data sets under review, as a basis for informed decision making and policy formulation in various technical areas of the Organization, and as an input for consideration by IMO organs; and

.6 explore possible approach and methodology for PSC data statistics and trend analysis through the data collected from PSC regimes in existing GISIS PSC module and possible data from other sources and data systems (e.g. Equasis), with a view to improving IMO PSC data statistics and trend analysis, which may be submitted for consideration by IMO organs in rule-making process, if necessary;

- 3 manage, the development and implementation of, and follow-up to, technical cooperation activities relating to port State control and other areas, where appropriate;
- 4 support the work, in cooperation with the Food and Agriculture Organization (FAO) and International Labour Organization (ILO), of Joint FAO/ILO/IMO Ad Hoc Working Group on Illegal, Unreported and Unregulated Fishing and Related Matters (JWG) meeting, and promotion of the entry into force and implementation of the Cape Town Agreement of 2012, as appropriate;
- 5 contribute to the cooperation with the United Nations Economic Commission for Europe (UNECE) in the context of the United Nations Code for Trade and Transport Locations (UNLOCODES), including the review and improvement of the current use of the UNLOCODES in IMO data systems; and
- 6 Perform other duties as required.

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