



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

Circular Letter No. CL.5185
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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 October 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.

ANNEX

POST NUMBER	SECTION	DIVISION
SP 26-05	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:

All advertised positions are subject to funding by the Member State. As such, the appointment is limited to the period of funding. The engagement period is for a maximum period of three years, subject to requirements and satisfactory performance. IMO does not guarantee employment beyond this 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 ten 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:

Excellent command of written and spoken English is required; knowledge of other official languages of the Organization will be an advantage.

Other skills:

Proficiency in MS Office applications. Abilities to summarize relevant issues and prepare concise briefs, as well as to analyse relevant data, which should be reflected in documents using Word, Excel and PowerPoint, are 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 state the relevant advertised position number in the subject line.

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

Applications will be acknowledged only in the case that they are shortlisted for interview

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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)

Position number: SP 26-05

Admin number: ADMIN/26/23

Specific professional experience:

Minimum of ten years of demonstrated high-level experience in fields relevant to maritime affairs, including knowledge of survey and certification, port State control activities, and casualty investigations. Professional experience in data management-related issues would be an asset.

Academic subjects:

Advanced university degree (Master's or equivalent) 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. Support the work associated with the Organization's role relating to the implementation of IMO instruments, PSC activities, survey, and certification, casualty investigation, and other related areas.
3. Take a proactive role by further developing practical approaches and applying a holistic, inter-divisional methodology in supporting the implementation of IMO instruments and knowledge-based rule-making processes, both in general and, in particular:
 - .1 support the review and data-management project for the Global Integrated Shipping Information System (GISIS), and, in particular, other associated data systems, within the broader context of knowledge and data management across all modules, with a focus on the relationship between the dashboard and the modules;
 - .2 Support to maintain and update the current GISIS modules on Reporting Requirements Dashboard, survey and certification, and others; and
 - .3 undertake and manage complex analyses to support all knowledge management aspects of the SDMSAI, in particular relating to identification of trends and patterns in all available 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;
4. Support the work of the Organization on matters related to strengthening flag State and port State jurisdiction and control such as the integrated IMO identification number scheme, the continuous synopsis record, and procedures for the transfer of ships between flag States;

5. Support, in liaison with the Maritime Safety Division (MSD), 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;
6. Support the development and implementation of, and follow-up to, technical cooperation activities relating to flag State implementation, port State control and casualty investigation, where appropriate;
7. Support the development of e-learning courses in relation to casualty investigation, port State control and survey and certification;
8. 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
9. Perform other duties as required.
