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Circular Letter No. 4479
18 November 2021

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 document C 109/4(a)2, IMO calls on Member States to sponsor the secondment of experienced senior professionals to work at IMO for a maximum period of two years. The role of these senior professionals (SPs) is to provide high-level technical expertise and/or advice 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](#)). Nominations from sponsoring Member States should reach the Organization as soon as possible and, in any case, no later than **31 May 2022**.

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 21-04	Implementation Support	Department for Member State Audit and Implementation Support

SENIOR PROFESSIONALS (SPs)

GENERAL INFORMATION AND REQUIREMENTS FOR ALL SP POSITIONS

Date of issue: 18 November 2021
Deadline for nominations: 31 May 2022

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 two 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 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:

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 voluntary position financed by a sponsoring Member State, *only nominations submitted directly by the sponsoring Member State will be accepted*. Nominations must include an official communication from the sponsoring Member State, accompanied by a cover letter from the candidate stating the reasons for applying and relevant experience to the advertised post, and an up to date [Personal History Form](#) (available under 'Careers at IMO' on our [website](#)). Nominations sent by a Member State should be addressed to Human Resources Services 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

IMPLEMENTATION SUPPORT

DEPARTMENT FOR MEMBER STATE AUDIT AND IMPLEMENTATION SUPPORT

Position number: SP 21-04

Admin number: ADMIN/21/75

Specific professional experience:

Extensive and documented technical professional experience in fields relevant to maritime affairs, including some knowledge/experience related port State control activities and/or survey and certification of ships, and/or administration of maritime affairs.

Professional experience in the management of projects and data management-related issues would be advantages.

Academic qualifications:

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

Main duties and responsibilities:

Under the overall supervision of the Director of the Department, Department for Member State Audit and Implementation Support and the immediate supervision of the Head, 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, including Working Groups/Drafting Groups/Committee Groups under III Sub-Committee, as directed;
2. have a proactive role, following a holistic and inter-divisional methodology, relating to the support of the implementation of IMO instruments and the knowledge-based rule-making processes, in general, and, in particular:
 - .1 support the development of Global Integrated Shipping Information System (GISIS) and overseeing thereof, in the wider context of knowledge and data management and in particular, further development of GISIS modules on reporting requirement, Port State Control (PSC) and Recognized Organizations (ROs);
 - .2 assess the processes for the collection of data, including the quality thereof, and contribute to the cooperation with other entities involved in the collection and analysis of casualty and port State control data, e.g. Marine Accident Investigators' International Forum (MAIIF), Electronic Quality System Information System (EQUASIS) and PSC regimes;
 - .3 maintain and update data of GISIS modules on reporting requirements and survey and certification of ships;
 - .4 assist in the preparation and convening of meetings of the IMO Workshop for PSC Memorandum of Understanding/Agreement Secretaries and Database Managers;
 - .5 analyse and develop improved data transfer capabilities between systems in order to reduce potential duplication of data reporting and processing for Member States and United Nations specialized agencies;
 - .6 contribute to the cooperation with the United Nations Economic Commission for Europe (UNECE) in the context of the UN/LOCODES, including the review and improvement of the current use of the UN/LOCODES in IMO data systems;

- .7 cooperate with other departments and, in particular, the Executive Office of the Secretary-General (EOSG), in order to support the work on performances indicators, as appropriate;
 - .8 support the work of dedicated bodies in charge of the review and analysis of port State control and casualty data;
 - .9 support the development and maintenance by the Secretariat of tools supporting the implementation of IMO instruments, and, in particular, support the work related to IMO Vega Database in cooperation with its partner Det Norske Veritas (DNV);
 - .10 contribute to the analysis of findings in order to identify trends and develop knowledge and risk-based recommendations and statistical analyses; and
 - .11 technically support the work of data research assistant(s).
3. assist in the development and implementation of, and follow up to, technical co-operation activities relating to port State control and other areas, where appropriate, including the organization of IMO-sponsored seminars and workshops;
4. assist in the work related to the fight against Illegal, Unreported and Unregulated (IUU) fishing, in particular the Joint Food and Agriculture Organization (FAO)/International Labour Organization (ILO)/IMO Working Group, and the entry into force and implementation of the Cape Town Agreement of 2012, including the organization/preparation of relevant meetings/seminars/workshops; and
5. perform other duties as required.
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