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Circular Letter No. 4572  
19 May 2022

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 three 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 [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 **19 July 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 3-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/DEPARTMENT
<b>SP 22-04</b>	INTERNAL OVERSIGHT AND ETHICS OFFICE	EXECUTIVE OFFICE OF THE SECRETARY-GENERAL

## SENIOR PROFESSIONALS (SPs)

### GENERAL INFORMATION AND REQUIREMENTS FOR ALL SP POSITIONS

**Date of issue: 19 May 2022**

**Deadline for applications: 19 July 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 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 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 [www.imo.org](http://www.imo.org)). Nominations sent by a Member State should be addressed to Human Resources Services to the following email address: [rsd@imo.org](mailto: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*

## INTERNAL OVERSIGHT AND ETHICS OFFICE (IOEO)

### EXECUTIVE OFFICE OF THE SECRETARY-GENERAL (EOSG)

**Position number: SP 22-04**

**Admin number: ADMIN/22/47**

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

Minimum seven years high-level professional expertise in matters under the purview of IOEO in relation to internal oversight; evaluation function; and cross-functional issues. Practical knowledge on statistical and analytic science and information technology, including competence in preparing high-level strategic recommendations to support and conduct comprehensive and meaningful analyses and to facilitate informed decision-making processes in a user-friendly and efficiently shareable format.

Knowledge of international standards and practices in evaluation and respective evaluation methodologies. Experience of specific evaluation topics including evaluation of policies, strategies and organizational effectiveness; and impact assessments. Expertise in qualitative and quantitative evaluation methods. Familiarity with United Nations Evaluation Group (UNEG) norms and standards will be an asset.

Technical evaluation skills, particularly the ability to identify evaluation needs and to recognize the importance of a contextual perspective and elaborate evaluation designs and apply a range of evaluation data collection and analysis methods.

Management skills, mainly the ability to determine scope, coordinate evaluation processes and to establish and manage relevant stakeholder groups; and manage risks.

#### **Academic subjects:**

Advanced university degree (Master's or equivalent) required in disciplines related to the work of international organizations, such as economics, econometrics, law, business and public administration, political science or any other related field, also being able to be applied to the analysis of maritime activities within the mandate of the Organization.

#### **Additional skills:**

Documented professional experience in fields relevant to the conceptualization and development of IT solutions to support, facilitate and carry out related duties would be an asset. Familiarity with the use of SAP or other Enterprise Resource Planning (ERP) systems, survey tools, and statistical software would be an asset.

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

The Senior Professional will work under the overall supervision of the Head of Internal Oversight and Ethics Office as part of a team comprising IOEO staff, as the core, and other relevant entities within the Secretariat, as appropriate, in a coordinated manner.

The incumbent will contribute to:

- 1 the comprehensive review of the status of implementation of Enterprise Risk Management (ERM) at IMO, including the identification of good practices, challenges, and lessons learned for improvement;
- 2 the assessment of the effectiveness, efficiency, relevance, coherence, impact and sustainability of ERM at IMO according to the UNEG, Organization for Economic Co-operation and Development/Development Assistance Committee (OECD/DAC) evaluation criteria, including the risk assessment by programmes and project for assurance planning of adequacy of the governance, risk management and control systems to achieve complete oversight cycle and to create an oversight assurance plan;

- 3 the further development of an IMO accountability framework model and action plans, along with an analysis of the gaps, fulfilling the Joint Inspection Unit (JIU) benchmarks and tools as much as possible to clarify responsibilities, accountability, reporting lines, and corporate performance metrics. In-depth review of the current IMO accountability framework tools and development of a model framework;
- 4 the review, updating and finalization of evaluation policy/manual for balanced approach, while conducting flag ship evaluation projects in compliance with values of accountability, learning, knowledge management and capacity building for funding;
- 5 the organization of meetings, workshops and other discussion fora in order to establish a dialogue on evaluation, results, recommendations and lessons learned; and the development and review of evaluation-related policies, guidance, systems, procedures and tools;
- 6 the development of data analytic models for internal oversight functions, also supporting other IMO data systems-related activities by:
  - .1 identifying, exploring, testing and selecting data analytic applications;
  - .2 identifying data sources and data sets, and creating databases;
  - .3 collecting, consolidating, integrating, cleaning and analysing data, including the support to the development and maintenance by the Secretariat of tools for the collection, processing and analysis of relevant data sets;
  - .4 developing improved data transfer capabilities between systems in order to reduce potential duplication of data reporting and to facilitate data processing and analysis;
  - .5 deploying data analytics applications and producing periodic reports, including the support to the work of dedicated bodies in charge of the review of the outcome of the activities implemented; and
  - .6 cooperating with other departments/divisions in order to support relevant cross-divisional data-related activities, as appropriate; and
- 7 perform any other duties as may be assigned within IOEO or in cooperation with other divisions/departments within the Secretariat.

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