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Circular Letter No. 4384
15 March 2021

To: IMO Member States

Subject: **Position in the IMO Junior Professional Officer programme**

1 The Secretary-General of the International Maritime Organization has the honour to announce a position for Junior Professional Officer (JPO).

2 The IMO Junior Professional Officer (JPO) programme is a voluntary programme under which Member States sponsor the secondment of young professionals from their country to work at IMO. The secondment is for a period of two or up to three years. JPOs are engaged at the P.2 level and are assigned substantive work while serving at IMO, in addition to receiving on-the-job training and familiarization.

3 Selection of candidates for a place on the programme is on a competitive basis. Selected JPOs would be expected to take up their assignment following a successful recruitment process.

4 Member States willing to participate in the programme are encouraged to nominate a maximum of three applicants per JPO position (see annex for details). Applications received directly from candidates will not be accepted: only nominations submitted through the respective sponsoring Member State will be considered. Nominations from sponsoring 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](#). Nominations from sponsoring Member States should reach the Organization no later than **15 July 2021**.

5 Nominated candidates participating in the programme should note that there is no expectation of conversion to, or engagement in, a permanent position in the Organization after completion of the period of the JPO assignment.

6 In nominating candidates for a position in the programme, the sponsoring Member States agrees to bear the responsibility of all costs related to the JPO. The JPO programme is independent from, and JPO posts are additional to, the posts financed by the Organization's regular budget. The terms of engagement of nominated JPOs are agreed through the signing of a Memorandum of Understanding confirming, inter alia, the sponsoring Member State's commitment to cover all JPO related costs directly or through IMO. All costs must be paid in advance to IMO, before the JPO joins the Organization, so that it is not compromised financially.

7 In accordance with a standard Memorandum of Understanding, salaries, benefits, travel costs, etc., of a JPO may be paid using one of two modalities: directly to the JPO by the sponsoring Member State under the modality of "Gratis Personnel", or through the Organization on the basis of a yearly reimbursement by the sponsoring Member State as "Reimbursement through IMO"

8 Under the modality of "Reimbursement through IMO" a yearly contribution from the sponsoring Member State to offset the Organization's administrative support costs (normally 12% on the sum expended) will be levied.

9 Under the modality of "Gratis Personnel", a target annual support cost charge of US\$10,000 will be sought, however an alternative contribution to the Organization's costs may be made, in cash or in kind, on the basis of an agreement between the Organization and the nominating Member State.

10 In the case of a nomination of "Gratis Personnel" by a developing country, the administrative support cost of US\$10,000 per annum may be charged to an appropriate technical cooperation regional capacity-building budget.

11 **All nominations should be sent by email by the sponsoring Member State quoting in the subject line the specific JPO position number.** All nominations should be sent to: msp@imo.org.

ANNEX

POST NUMBER	SECTION	DIVISION
JPO 21-01	Director's Office	Administrative Division

JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

GENERAL INFORMATION AND REQUIREMENTS FOR ALL JPO POSITIONS

Date of issue: 15 March 2021

Deadline for applications: 15 July 2021

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 JPO positions are subject and limited to funding by the nominating Member State. IMO does not guarantee employment beyond the JPO appointment period.

Required competencies:

The successful candidate will have:

- a) Ability to draft a range of documents (reports, briefing notes) combined with excellent research and analytical skills.
- b) Proven ability to think strategically; work independently and in teams.
- c) Organizational skills and a high degree of initiative together with the ability to work under pressure and manage high volumes of work.
- d) Proven ability to adapt to varied environments and maintain effective working relations at all levels with people with different languages, nationalities and cultural backgrounds.
- e) Integrity, discretion, accuracy and meticulous attention to detail.

Professional experience:

Minimum two years' experience in relation to the requirements of the post. Work experience in an international context would be desirable.

Academic qualifications:

University degree, or equivalent professional qualification in relation to the requirements of the post.

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:

Competent in the use of Microsoft Office.

How to apply:

Since this is a position financed by a nominating Member State, *only nominations submitted directly by a sponsoring Member State will be accepted*. Member State nominations should include (1) a cover letter and (2) an up-to-date [Personal History Form](#)- (PHF) from the nominee. The nominee's cover letter should state the reasons for applying and relevant experience to the role. Member State nominations must be submitted to the following email address: msp@imo.org.

Please quote the relevant JPO position number in the subject line of the nomination

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

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IMO encourages the nominations from Member States of qualified women. IMO will make every effort to facilitate the employment of persons with disabilities.

**DIRECTOR'S OFFICE
ADMINISTRATIVE DIVISION**

Position number: JPO 21-01

Admin number: ADMIN/21/09

Specific professional experience:

Minimum two years professional experience in a policy-making environment. Knowledge and understanding of the maritime transport industry would be an advantage.

Specific professional qualifications:

University degree in a relevant discipline such as public administration, political science, economics, business administration, or similar.

Any additional skills:

Highly developed communication skills, both written and oral, including the ability to comprehensively identify, research and analyse issues and formulate options and make recommendations. Clear and concise drafting skills are a requirement. High proficiency in MS Office applications and the ability to develop and maintain research databases is highly desirable.

Main duties and responsibilities:

Under the general supervision of the Administrative Director and the immediate supervision of the Business Coordinator, the incumbent will:

1. Carry out independent research, organise and collect data and analyse and interpret results in support of the work of the Division, in particular monitoring the implementation of the business plan and preparation of divisional presentations.
2. Through the collection and presentation of data for future use or to inform decisions in support of the current work of the Division, support the work of the Organization to enhance the impact, influence and effectiveness of its work.
3. Assist with recording the implementation of new projects and progress tracking throughout the Division to ensure data is available for reporting and evaluation, in particular:
 - a. develop and manage the Division internal database of internal and external audits;
 - b. prepare periodical reports on progress related to actions addressing the outcome from the staff engagement survey; and
 - c. assist the Division' sections with the development and completion of the quarterly reporting pack.
4. Support the monitoring of the effectiveness of guidelines for the application of the new strategic framework and other associate plans, and investigate consequential improvements thereto and/or to the Organization's results-based planning, budgeting, implementation, monitoring and reporting.
5. Assist in the development and engagement with work from other UN system organizations on topics of relevance to the Division and promote internal and external dialogue through the enhancement of communication tools and input of the work of cross-divisional working groups.
6. Provide support to the management and coordination of the Office of the Director, including the coordination and participation on missions and internal/external meetings/events.

7. Perform any other duties as may be assigned by the Director of the Division or the designated officer.

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