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Student Extern
(12 weeks position)
Administration Division – Finance and Budget (AD)

Date of Issue:	29 May 2025
Deadline for applications:	None – Rolling Applications
Entry on duty:	As arranged
Rate of pay:	Unpaid – extern to receive academic credit only

Contract information:

This is an unpaid position for an internship open to students who are looking to expand their experience in project development and coordination work within a maritime context. There shall be no expectation of contract change or renewal at the end of this assignment. This post is only offered to candidates who have full legal eligibility to live and work in the UK.

In order to apply for this position, the university in which the student is enrolled must have a pre-existing mandatory or elective option for practical experience as part of its degree requirements. The student is personally responsible for obtaining the necessary visa. No living or travel expenses will be paid by the Organization.

Purpose of the Post:

The Member State Portal Development & Support Analyst will help design, build and continuously enhance a single, integrated online FBS Member State Portal that serves as the primary entry point for all administrative interactions with the Organization. The portal will enable Member States to manage tasks such as access to contributions records, accessing financial and audit statements, uploading documentation, tracking the status of requests all in one place. You will analyze feedback from Member States and internal stakeholders, refine user journeys, and translate evolving requirements into scalable, secure and user-friendly technical solutions. Working closely with IT teams and process owners, you will ensure the portal remains interoperable with SAP ERP, GISIS modules, Dataverse and other back-end systems, advancing the Organization's objectives of transparency, efficiency and data-driven decision-making.

Required competencies:

a) a) Collect, categorise and interpret portal-usage metrics and stakeholder feedback to identify gaps in current workflows, then propose and implement targeted improvements that enhance usability, performance and data quality.
b) Design, prototype and document intuitive user interfaces and journeys—leveraging low-code tools or front-end frameworks as appropriate—and coordinate with developers to bring these designs to production.
c) Draft functional specifications, data-model diagrams, API/ETL mapping documents and test cases to guide implementation and quality assurance.
d) Facilitate workshops, demonstrations and user-acceptance testing sessions to validate requirements, promote two-way dialogue and encourage continuous improvement.
e) Document processes, schemas and configuration / report logic to support knowledge-sharing across

Specific academic and professional experience:

Success in this role demands rigorous attention to detail and a commitment to data quality at every stage of the reporting lifecycle. You must be able to work independently to drive complex tasks to completion yet also cultivate strong working relationships across multidisciplinary and multicultural teams. Your analytical thinking and problem-solving skills will underpin effective prioritization and triage of incoming requests, ensuring that enhancements align with strategic objectives and deliver measurable value.

Language Skills:

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Complete proficiency in English, including excellent drafting, presentation, and communication skills. Additionally, candidates should hold or be completing a bachelor's degree in the field relating to Project Management, Data Science/Analysis, Public Administration, Economics, Mathematics or a related field. Demonstrated experience in data-driven projects is essential, including data modelling, ETL development and report writing that translate complex datasets into clear, actionable insights.

Other Skills:

You must possess full professional proficiency in English, with superior drafting, presentation and verbal communication abilities. Advanced numerical skills and expertise in MS Excel and data analysis tools are required. Familiarity with maritime or technical cooperation contexts will be considered an advantage

How to apply.

Applications must be accompanied by a cover letter stating the reasons for applying and relevant experience to the post and must be accompanied by a complete Extern Conditions and Requirements form (also available from our website www.imo.org) and should be sent to the following email address: ero@imo.org. Only applications submitted via email will be accepted. Please do **not** send applications via multiple routes. Your application will be acknowledged **only** in the case that you are short-listed for an interview.