

**Student Extern  
(12 weeks position)  
Executive Office of the Secretary-General**

<b>Date of Issue:</b>	22 January 2025
<b>Deadline for applications:</b>	None – Rolling Applications
<b>Entry on duty:</b>	As arranged
<b>Rate of pay:</b>	Unpaid – extern to receive academic credit only
<b>Contract information:</b>	<p>This is an unpaid position for an internship open to students who are looking to expand their experience in research 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.</p> <p>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.</p>
<b>Purpose of the Post:</b>	<p>The overall objective of this assignment is to support the work of the Executive Office of the Secretary-General in the development of the reports, policies, Assembly and Council documents on key policy issues within the remit of EOSG, including on the Strategic Plan, and IMO's risk management process, the IMO Gender Equality Strategy, as well as Racial Equity and Equality Strategy. The work will involve research, organization and collation of information and preparation of summaries of the research. The work will also involve working with a number of colleagues in a multicultural environment.</p>
<b>Required competencies:</b>	<p>a) Thoroughness and excellent attention to detail in all responsibilities, ensuring consistency in delivery and implementation;</p> <p>b) Skills in research, drafting of various kinds of documents and demonstrated ability to work in an independent manner; and</p> <p>c) Effective working relationships with internal and external stakeholders, at all levels.</p>
<b>Specific academic and professional experience:</b>	<p>Students of maritime or public administration, political science or economics preferred. Solid background in research, analysis and writing reports.</p>
<b>Language Skills:</b>	<p>Complete proficiency in English, including excellent drafting, presentation and communication skills.</p>
<b>Other Skills:</b>	<p>Excellent analytical skills, proficiency in MS Office applications, particularly in MS Excel. Knowledge of maritime matters would be an advantage.</p>
<b>How to apply:</b>	<p>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 <a href="http://www.imo.org">www.imo.org</a>) and should be sent to the following email address: <a href="mailto:ero@imo.org">ero@imo.org</a>. <u>Only applications submitted via email will be accepted.</u> Please do <b>not</b> send applications via multiple routes.</p> <p>Your application will be acknowledged <b>only</b> in the case that you are short-listed for an interview.</p>