

LE DIRECTEUR DE CABINET

001868

N° MFPMA/DGFP/DFRC/KKJMLKN

Abidjan, le 17 AOÛT 2021

COMMUNIQUE

Dans le cadre du Programme Junior Professionnel Officiers (JPO), le Secrétariat Général de l'Organisation Maritime Internationale (OMI) lance un appel à candidatures pour des postes au Département de la subdivision, d'implémentation et des ressources humaines.

Ce programme a pour objectif de permettre aux jeunes professionnels des Etats membres de développer des habilités et d'acquérir de l'expérience dans les domaines de compétence de l'OMI.

Les conditions de soumission des candidatures ainsi que la présentation détaillée des formations proposées sont jointes à la présente.

Les fonctionnaires désireux de faire acte de candidature, doivent soumettre leur dossier à l'adresse électronique suivante : **mzp@imo.org**, avant le 03 octobre 2021.

Des informations complémentaires peuvent être obtenues à travers les contacts et adresses électroniques suivants:

- Tél : +44 (0)20 7735 7611 ;
- Fax : +44 (0)20 7587 3210 ;

PJ : Catalogue des programmes disponibles



KABA Nasséré



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Circular Letter No. 4412
3 June 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 **3 October 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.



ANNEX

POST NUMBER	SECTION	DIVISION
JPO 21-06	Subdivision for Implementation	Marine Environment Division

JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

GENERAL INFORMATION AND REQUIREMENTS FOR ALL JPO POSITIONS

Date of issue: 3 June 2021

Deadline for applications: 3 October 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

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

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: mssp@imo.org.

SUB-DIVISION FOR IMPLEMENTATION

MARINE ENVIRONMENT DIVISION

Position number: JPO 21-06

Admin number: ADMIN/21/29

Specific professional experience:

Professional experience in a maritime administration, international organization, university or relevant industry dealing with marine environment protection or technical maritime affairs, including direct experience dealing on matters related to pollution prevention, preparedness and response. Experience in implementation meetings, events, technical cooperation/capacity-building activities and preparing/participating in international meetings.

Specific professional qualifications:

Advanced University degree in in the field of physical or marine science, environmental management, engineering, project/programme management, or a closely related field.

Any additional skills:

Working knowledge of environment-related IMO conventions and associated guidelines, with some experience in their application, would be an advantage. Programme and budget management experience would be a distinct advantage.

Main duties and responsibilities:

Under the immediate supervision of the Technical Officer, Oil Pollution Preparedness, Response and Cooperation (OPRC), and the overall supervision of the Deputy Director, Sub-Division for Implementation, Marine Environment Division, the Junior Professional Officer (JPO) will assist in carrying out responsibilities assigned to the Sub-Division.

In particular, the incumbent will:

1. Provide Secretariat support to the work of the Marine Environment Protection Committee (MEPC), the Sub-Committee on Implementation of IMO Instruments (III), the Pollution, Prevention and Response (PPR) Sub-Committee, as well as relevant working, drafting and expert groups, including preparation of documents, briefs, reports and circulars;
2. Assist in the preparation and implementation of the Organization's technical cooperation programmes and projects related to the protection of the marine environment including:
 - 1 missions and consultancies;
 - 2 meetings, workshops, seminars as well as international symposia and conferences and training courses;
 - 3 administrative, financial and technical backstopping, in conjunction with other Technical Officers in the Marine Environment Division and their counterparts in the Technical Cooperation Division, of approved programmes executed by the Division; and
 - 4 monitoring the progress of the TC programme implementation relating to marine environment protection.
3. Coordinate with government officials, representatives of donor countries, United Nations agencies and relevant IMO officers in ensuring timely approval and delivery of programme activities to be implemented by the Marine Environment Division;
4. Liaise and coordinate with partners in the event of major pollution incidents; collate information and assist with the drafting of pollution incident reports for internal dissemination and use; assist with the provision of technical advice and mobilize technical assistance, upon request by Member States;

5. Assist with the Organization's contribution to the joint Global Initiative Programme, a partnership between IMO and the petroleum industry to implement effective capacity-building in oil spill preparedness and response through established projects in a number of key geographic regions;
 6. Assist in the development and management of relevant related database modules in the Global Integrated Shipping Information System (GISIS);
 7. Assist in the preparation and production of outreach material and technical papers in the field of pollution prevention, preparedness and response, attend and contribute to relevant conferences, meetings and seminars, as requested and appropriate; and
 8. Perform any other duties as may be assigned by the Director of the Division or the designated officer.
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Circular Letter No. 4404
3 June 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 www.imo.org). Nominations from sponsoring Member States should reach the Organization as soon as possible and, in any case, no later than **3 October 2021**.
- 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: mssp@imo.org.

ANNEX

POST NUMBER	SECTION	DIVISION
SP 21-01	Human Resources Services	Administrative Division

SENIOR PROFESSIONALS (SPs)

GENERAL INFORMATION AND REQUIREMENTS FOR ALL SP POSITIONS

Date of issue: 3 June 2021

Deadline for applications: 3 October 2021

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:

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). Nominations sent by a Member State should be addressed to Human Resources Services to the following email address: msp@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

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

**HUMAN RESOURCES SERVICES
ADMINISTRATIVE DIVISION**

HUMAN RESOURCES LEGAL AND POLICY OFFICER

Position number: SP 21-01

Admin number: ADMIN/21/26

Specific professional experience:

At least five years of experience in human resources or as a lawyer in an international organization, in government service, the commercial/private sector or non-governmental organization (NGO) servicing the administration of the Organization, providing legal analysis. Experience in matters related to human resources policies and experience with a system of administration of justice is highly desirable.

Specific Professional qualifications:

Advanced university degree in human resources or law, preferably with specialization in employment or administrative law.

Main duties and responsibilities:

Under the supervision of the Head, Human Resources Services, the incumbent will provide support in the development, monitoring, implementation, and promotion of human resources related regulations, rules, policies and procedures. The role will also liaise closely with the Legal Affairs Office.

1. Provides legal and policy support and advice on the interpretation and application of staff regulations and rules, the review of administrative decisions; coordinate with Human Resources colleagues in preparing and drafting amendments to the staff regulations and rules; developing policies and procedures, drafting administrative circulars and memos or amendments thereto verifying their consistency with the UN system issuances and International Civil Service Commission (ICSC) directives; monitors and prepares analyses and evaluations of human resources policies and practices.
2. Collaborate with and provide legal advice and assistance to Human Resources Services on matters relating to administrative and employment law and other relevant issues and projects. Conduct internal justice related activities on behalf of the Administration, including providing responses and inputs to Legal Affairs office for the Staff Appeals Board (SAB), and coordinate with Legal Affairs Office on replies to the United Nations Appeals Tribunal (UNAT).
3. Provide guidance to management and staff, as well as to client entities on conflict prevention and resolution. Identify cases that are amenable to informal resolution and liaise with relevant counterparts on their redressal and draw up formalities regarding the settlement of disputes and monitor the implementation of the legal clauses and resolution.
4. Assist the responsible official in receiving and assessing complaints/reports of alleged misconduct and process such complaints in accordance with established policies and procedures, liaise with Internal Oversight and Ethics Office as appropriate.
5. Follow up on the best practices and administrative updates in the UN Common system and develop appropriate proposals for adoption at IMO.
6. Services committees, task forces, working groups and other bodies, including preparation of background materials, consolidation of views, provide input, prepare meeting reports, etc.

7. Provide input and legal clearance of human resources provisions in policies, agreements, memoranda of understanding with other Sections and organizations.
 8. Perform any other duties as may be assigned.
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