Vacancy announcement: V.N. 12-06  
Admin. Number: ADMIN/12/33  
Section/Division: International Maritime Law and Technical Co-operation Section, Sub-Division for Legal Affairs, LED.  
Contract Information: Fixed term for two years (first year is probationary) with the possibility of further extensions subject to satisfactory performance.

Purpose of the post  
Under the overall supervision of the Director of the Division, the incumbent will provide oral and written legal advice in support of the maritime and administrative functions at IMO.

For a detailed job description, please refer to page two.

Date of Issue: 18 July 2012  
Deadline for applications: 14 September 2012  
Date of entry on duty: 1 January 2013 or as soon as possible thereafter.  
Salary information: US$86,904.00 net per annum for staff with primary dependents and US$80,734.00 at single rate plus post adjustment (currently US$68,393.45 at dependant rate and US$63,537.66 at single rate). Salary is free of income tax in the UK. For further benefits and entitlements please click here.

Required competencies  

a) Skilled at understanding ambiguous and complex information. Analytical findings are coherent, pertinent and well justified. Applies his/her specific knowledge to evaluate without prejudice the broader impact and risks associated with decisions.

b) Excellent inter-personal skills including the ability to engage with individuals in an international, cross-cultural context.

c) Excellent spoken, written and presentation skills, ability to negotiate effectively and explain complex issues and positions to a variety of audience.

d) Demonstrated planning, management and organizational skills and ability to coordinate the work of teams and individuals, ensuring the quality and timeliness of outputs.

Professional Experience  
A minimum of ten years of demonstrated experience in giving legal advice on the interpretation and implementation of international maritime law/treaty law/international law/domestic law/labour law. Experience in litigating in UNAT, UNDT or ILOAT would be an advantage.

Education  
Advanced University degree in law. Specialization in international maritime and public international law (such as an additional University degree, post degree course, training, publications, etc.) would be an advantage.

Language Skills  
A high level of proficiency in English is required, with excellent drafting skills. Working knowledge and ability to understand complex legal issues in other official languages (particularly French and Spanish) will be an asset.

Other Skills  
Good acquaintance with the United Nations system and other international bodies concerned with the development of international maritime law in general and the international law of merchant shipping in particular. Working knowledge of standard MS Office applications.

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 an up to date Personal History Form (also available from our website www.imo.org) and should be sent to the following e-mail address: recruitment@imo.org.

Please state Vacancy Number V.N 12-06 as well as the title of the post in the subject line.

Candidates may also send applications to:  
Recruitment, Human Resources Services  
International Maritime Organization  
4, Albert Embankment  
London SE1 7SR  
United Kingdom

Please do not send applications via multiple routes.

Your application will be acknowledged only in the case that you are short-listed for interview.

This vacancy is open to male and female candidates. IMO seeks to increase the number of women at all levels and women, particularly, are therefore invited to apply. IMO will make every effort to facilitate the employment of persons with disabilities.
MAIN DUTIES AND RESPONSIBILITIES

Under the general direction of the Division Director, the incumbent's duties will include:

1. Provision of administrative and other support services to the Legal Committee and legal conferences, including drafting and editing of appropriate documentation and reports;

2. Provision of legal advice in the form of memoranda, briefings and interactive participation in meetings on a wide range of issues regarding Public International Law, Private and Public International Maritime Law, Treaty Law, the UN Convention on the Law of the Sea and IMO treaty and non-treaty instruments;

3. Provision of advice, as requested, to Governments, IMO consultants and others, on matters relating to international shipping legislation, with particular reference to IMO's treaty and non-treaty instruments;

4. Preparation and drafting of legal studies and documents on maritime law issues relevant to the work of the Organization, including memoranda on the application of the conventions and other treaty and non-treaty instruments adopted under the auspices of IMO;

5. Drafting of appropriate recommendations, models or guidelines to assist Governments in enacting the necessary legislation for the implementation of IMO's treaty and non-treaty instruments;

6. Drafting of statements and the provision of information on the work of IMO in the field of international shipping legislation, including material intended as IMO's contribution to reports prepared in the United Nations system;

7. Preparation and collation of information and documentation on the legal work of IMO for presentation to Governments, other organizations or international conferences and meetings;

8. Provision of advice to officers of the Secretariat on legal issues which arise in connection with administrative and technical matters within the Organization, the work of the Committees and other subsidiary bodies, and the drafts of agreements and MoU's between the Organization and external bodies and institutions;

9. Provision of legal advice on the interpretation and implementation of the Headquarters Agreement;

10. Provision of legal advice on the application of Regulations, Rules and procedures governing the UN system of administrative justice and other relevant aspects of human resources management, including disciplinary matters, privileges and immunities, rights and obligations of staff, legal status and staff and their dependants, taxation and insurance issues;

11. Preparation and drafting of IMO presentations in cases before the UN Appeals Tribunal (UNAT), including representing the Secretary-General at oral hearings before the Tribunal;

12. Preparation and editing of treaties, documents, reports or resolutions of IMO organs;
13. Follow-up actions as required in respect of decisions of the Assembly, the Council and committees, in so far as they relate to legal matters or as they may affect the operation of the Sub-Division for Legal Affairs or the Legal Committee;

14. Provision of back-stopping to the Technical Co-operation Division and to IMO’s regional and inter-regional advisers and consultants in respect of maritime legislation and maritime law issues;

15. Supervision of staff and coordination of the Section’s work, as required;

16. Representation of the Organization at conferences and meetings as required;

17. Participation in advisory missions; and

18. Performance of other related duties, as required.