To: IMO Member States

Subject: Position in the IMO 2019 Junior Professional Officer programme

1 The Secretary-General of the International Maritime Organization has the honour to announce a position for a Junior Professional Officer available for 2019.

2 The IMO Junior Professional Officer (JPO) programme is a voluntary programme under which Member States sponsor the secondment of young talent to work at IMO, typically for a period of two 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. It is expected that JPOs will take up their assignment upon their release by the relevant Member State.

4 Member States willing to participate in the programme are encouraged to submit a maximum of three nominations per JPO position (see annex for details of position). Direct applications from individuals will not be accepted. Only applications submitted through the respective 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 17 November 2019.

5 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 JPO assignment.

6 The programme is independent from, and JPO posts are 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 their candidates. 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. Salaries, benefits, travel costs, etc., of a JPO may either be paid by the Organization on the basis of reimbursement by the sponsoring Member State in accordance with the standard Memorandum of Understanding, or may be paid directly to the JPO by the sponsoring Member State under the modality of "Gratis Personnel". Under the reimbursement arrangement, a contribution to offset the Organization’s administrative support costs (normally 12% on the sum expended) will be levied.

8. In the case of Gratis Personnel, a target annual support cost charge of US$10,000 will be sought, but 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.

9. 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.

10. **Nominations by Member States should be addressed to Human Resources Services quoting in the subject line the specific position number under the 2019 JPO programme.** All nominations should be sent to: msp@imo.org.

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## ANNEX

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<th>SECTION</th>
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<td>Maritime Safety Division</td>
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JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

GENERAL INFORMATION AND REQUIREMENTS FOR ALL JPO POSITIONS

**Date of issue:** 15 August 2019
**Deadline for applications:** 17 November 2019

**Recruitment information:**
The position is subject to funding by the Member State. As such, the appointment is limited to the period of funding. The contract is fixed term for one year with the possibility of extension, subject to requirements and satisfactory performance, for up to a period of two years which may be extended for a third year. IMO does not guarantee employment beyond the period of contract as a JPO.

**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, national and cultural backgrounds.

e) Integrity, discretion, accuracy and meticulous attention to detail.

**Professional experience:**
Minimum two years’ experience in a relevant position in relation to the post.

**Academic qualifications:**
University degree (or equivalent) in a relevant discipline in relation to the post.

**Language skills:**
Excellent command of spoken and written English is required; knowledge of other official languages of the Organization will be an advantage.

**Other skills:**
Proficiency in MS Office applications.

**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](http://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 position number in the subject line.

Kindly do not send applications via multiple routes

Applications will be acknowledged only in the case that they are short-listed for interview

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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.
JUNIOR PROFESSIONAL OFFICER ON FACILITATION

SUBDIVISION FOR MARITIME SECURITY AND FACILITATION
MARITIME SAFETY DIVISION

Position number: JPO 19-02
Admin number: ADMIN/19/37

Specific professional experience:
Minimum two years of relevant experience. Basic understanding of the port and maritime industry or maritime logistics and would preferably have experience in this field. Experience in related professional activities e.g. customs, immigration, security, logistics, humanitarian or technical co-operation projects will be considered.

Specific professional qualifications:
University degree in IT or in one of the major maritime or port disciplines or equivalent qualification. Experience of IT projects related to logistics, border controls and single window systems and in other related professional industries will be an advantage.

Other Skills

Main duties and responsibilities:
Under the direct supervision of the Head, Facilitation, Subdivision for Maritime Security and Facilitation, Maritime Safety Division, the incumbent shall:

1. Assist in the research, development, organization and execution of technical cooperation projects relating to the promotion and implementation of the FAL Convention.

2. Assist in the preparation of IMO publications and other documents on Facilitation matters and amendments thereto.

3. Assist in the development of submissions, lectures, presentations and technical papers in support of related meetings.

4. Assist in the preparation and presentation of submissions, lectures and technical papers at external meetings.

5. Assist in drafting and preparing documents, reports, communications, as may be required in connection with the work of the Subdivision and the wider Organization.

6. Assist the Secretary at the meetings of working and drafting groups.

7. Take part in missions to Member States, as required.

8. Perform any other duties which may be assigned.