JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

GENERAL INFORMATION AND REQUIREMENTS FOR ALL JPO POSITIONS

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). 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.