

## DIRECTOR (D.2) ADMINISTRATIVE DIVISION

Circular Number: 4023

<p><b>Vacancy announcement: V.N. 19-09</b>  <b>Admin number: ADMIN/19/57</b>  <b>Post number: 5-2946</b>  <b>Contract information:</b> Fixed term for two years (first year is probationary) with the possibility of further extensions subject to satisfactory performance.</p>	<p><b>Date of issue:</b> 03 September 2019  <b>Deadline for applications:</b> Extended to 22 October 2019  <b>Salary information:</b> US\$ 110,169 net per annum, plus post adjustment (currently US\$ 56,627). Salary is free of income tax in the UK. For further information on benefits and entitlements, please <a href="#">click here</a>.</p>
<p><b>Purpose of the post</b>  Under the overall supervision of the Secretary-General, the incumbent will provide strategic leadership and effective management of IMO Administrative Division's Services. The incumbent will ensure these services are managed and delivered on time, efficiently and consistently to a high standard as well as ensuring the highest level of integrity and compliance with IMO rules, regulations and procedures.</p> <p>For a detailed job description, please refer to page 2.</p>	<p><b>Required competencies</b></p> <ol style="list-style-type: none"> <li>a) Ability to formulate and implement strategic vision and make decisions with a focus on impact on the Organization.</li> <li>b) Strong leadership skills and experience in managing a diverse team of staff and budgetary resources.</li> <li>c) Proven analytical and organizational skills with the ability to focus on outcomes and thorough implementation of activities.</li> <li>d) Ability to negotiate and influence effectively to build consensus and achieve objectives.</li> <li>e) Excellent spoken, written and presentation skills, and ability to provide guidance and explain complex issues and positions to a variety of audiences.</li> <li>f) Excellent diplomatic skills including ability to establish and maintain strategic networks and partnerships with Member States, United Nations agencies and other international partners.</li> </ol>
<p><b>Professional experience</b>  Minimum of 15 years of progressively responsible professional experience, including 10 years within a senior management position preferably at an international level. Experience in team management, organizational development and change management is highly desirable. Experience at senior levels of the United Nations, government service and/or the maritime sector is advantageous.</p> <p><b>Education</b>  Advanced university degree in business administration, public administration, law, social sciences or a related area.</p> <p><b>Language skills</b>  Advanced level of proficiency in English, both written and oral, is essential. Working knowledge of another official language(s) of the United Nations is highly desirable.</p> <p><b>Other skills</b>  Extensive practical knowledge of current management techniques and strategic planning, especially in respect of operations at either national, regional or global level. Proven expertise in providing authoritative advice to chief executives and large teams. Ability to clearly and articulately present concepts and strategies on a broad range of issues.</p>	
<p><b>How to apply</b>  Applications must include a cover letter stating the reasons for applying to and relevant experience for the post and must be accompanied by an up-to-date <a href="#">Personal History Form</a> (also available from our website <a href="http://www.imo.org">www.imo.org</a>). Applications should be sent to the following email address: <a href="mailto:recruitment@imo.org">recruitment@imo.org</a>.</p> <p style="text-align: center;">Only applications submitted via email will be accepted.</p> <p style="text-align: center;">Please state Vacancy Number <b>V.N 19-09</b> as well as the title of the post in the subject line.</p> <p style="text-align: center;">Please do <b>not</b> send applications via multiple routes.</p> <p style="text-align: center;">Your application will be acknowledged only in the case that you are short-listed for an interview.</p>	

*This vacancy is open to all qualified candidates. IMO seeks to increase the number of women at all levels and, therefore, qualified women are particularly encouraged to apply.  
IMO will make every effort to facilitate the employment of persons with disabilities.*

## MAIN DUTIES AND RESPONSIBILITIES

- 1 Lead and guide the formulation of policies, strategies and the substantive work programme of the Administrative Division's Services, namely: financial services, human resources services, information and communication technology (ICT) services, management accounting and ERP services, and central support services (facilities management, procurement, security, publishing, travel and catering).
  - 2 Advise the Secretary-General on budgets, use of financial resources and the Organization's commercial activities and lead and guide the preparation of the Organization's biennial results-based budget, monitor the availability and use of financial resources and implement financial control measures of the Organization's funds, in accordance with the IMO Financial Regulations, Financial Rules and related manuals.
  - 3 Advise the Secretary-General on all human resources matters including, but not limited to, workforce planning, recruitment, staff development, performance management, administration of entitlements and benefits and on the administration of the internal justice system and the effective resolution of disputes, in accordance with the IMO Staff Regulations and Staff Rules and related administrative documents.
  - 4 Promote a culture of consistent compliance with rules and regulations, transparency and ethical behaviour, reporting any discrepancies and taking corrective action.
  - 5 Provide vision and leadership and assume responsibility for any change management initiatives with respect to administration. Take a proactive and solution-oriented approach to new initiatives and policy development in the relevant areas.
  - 6 Represent the Secretary-General, act as a focal point on all staff-management relations and represent on any other forums as required.
  - 7 Provide strategic advice to the Secretary-General and Directors on ICT developments and related needs of the Organization.
  - 8 Advise the Secretary-General on all matters concerning the provision by the Host Government of Headquarters premises and related facilities and services to IMO Member States and staff.
  - 9 As part of the Senior Management Team, take part in the Senior Management Committee meetings to discuss the Organization-wide agenda items and provide key contributions to meeting IMO strategic goals.
  - 10 Lead and guide the preparation of the Secretariat's documents and briefs associated with IMO resource management and other administrative issues for the regular and extraordinary sessions (including intersessional ones, if convened) of the IMO Assembly and Council meetings.
  - 11 Lead and manage the human and financial resources assigned to the Division in an effective and efficient manner; ensure continuous improvement in service delivery and strategic guidance and vision in the recruitment of its staff, coordination of their work and management of their performance and professional development, with a view to achieving the outputs of the Division's business plans and meeting Member State expectations; maximize efficiency and value for money and identify opportunities to streamline services.
  - 12 Participate in and keep abreast of relevant inter-agency coordination, including that relating to the International Civil Service Commission, the United Nations Joint Staff Pension Board, the High Level Committee on Management and other entities of the United Nations Chief Executives Board for Coordination, and represent the Organization at inter-agency and other meetings, as required.
  - 13 Promote cooperation and coordination with all Divisions of the IMO Secretariat and all external stakeholders engaged in the activities of the Organization's operational services; and;
  - 14 Assume responsibility from time to time for specific areas of work, as required and as assigned by the Secretary-General.
-