**Vacancy announcement:** V.N. 20-02  
**Admin Number:** ADMIN/20/23  
**Post Number:** 50003095  
**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**  
Reporting to the Secretary-General, the Chief of Staff is responsible for overseeing the core processes that enable the integrated delivery of the Organization’s mandate, in particular strategic, corporate planning, policy coordination and facilitating, senior-level decision-making and information management.  

For a detailed job description, please refer to page 2.  

**Required competencies**  
a) Ability to implement the strategic vision of the Secretary-General and make decisions with a focus on obtaining results.  
b) Strong leadership skills and experience in managing a diverse team of staff and budgetary resources.  
c) Proven analytical and organizational skills with the ability to focus on outcomes and thorough implementation of activities. Ability to think creatively and improve services.  
d) Ability to negotiate and influence effectively to build consensus and achieve objectives.  
e) Excellent spoken, written and presentation skills, and ability to provide guidance and explain complex issues and positions to a variety of audiences.  
f) Excellent diplomatic skills including ability to establish and maintain strategic networks and partnerships with Member States, UN agencies and other international partners.  

**Professional Experience**  
At least twelve years of progressively responsible experience in areas such as: political, social, civil, military or legal affairs; public or business administration; or management is required. A proven track record of leadership and management in multicultural settings, including coordination of interdisciplinary teams is required. Experience coordinating inter-agency and operational planning and analysis in or for an organization is also required. Senior management experience in a United Nations, government service or maritime sector context would be highly advantageous.  

**Education**  
Advanced university degree (Master’s degree) required in one of the following disciplines: maritime administration, international relations, political science, business administration, public administration, management, law, or a related field.  

**Language skills**  
Advanced level of proficiency in English, both written and oral, is essential. Proficiency in another official language(s) of the UN will be highly desirable.  

**Other skills**  
Proficiency in MS Office applications and ERP systems, ideally SAP. Knowledge of the work of intergovernmental bodies, the work of the IMO and its related bodies concerned with technical, operational and related matters would be highly desirable.  

**How to apply.**  
Applications must include 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). Applications should be sent to the following email address: recruitment@imo.org. Only applications submitted via email will be accepted.  

Please state Vacancy Number V.N 20-02 as well as the title of the post in the subject line.  
Please do not send applications via multiple routes.  
Your application will be acknowledged only in the case that you are shortlisted for an interview.  

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

Under the direct supervision and guidance of the Secretary-General, the incumbent will have direct responsibility for leading and coordinating operations across the Executive Office of the Secretary-General (EOSG), while undertaking managerial and advisory roles that encompass functions as follows:

1. Provide overall support to the Secretary-General to ensure the effective direction and integrated management of the IMO Secretariat in line with his strategic vision, while ensuring effective and coherent communications for execution of duties within the Secretariat.

2. Hold the management responsibility for the EOSG staff to ensure that the Secretary-General receives the required support to carry out his functions.

3. Manage and participate in, the organization-wide strategic planning processes providing oversight of the strategic planning, ensuring coherence between mandated tasks and plans including the Secretariat’s business plan and the development of the risk management, as required by the Assembly resolutions and guidance of the Council.

4. Coordinate, in consultation with the Directors AD and LED, as well as other Directors as necessary, the preparations of the Assembly and the Council and support the meetings of the Assembly, Council and Council Working Groups on various agenda items as appropriate.

5. Provide assistance and advice to the Secretary-General in the development of strategic and managerial policies and procedures of the Secretariat, taking into account relevant policy and best practices available in the UN common system and/or in the public sector.

6. Serve as a member of the Senior Management Committee (SMC) with focus on IMO’s strategic discussions and policy development.

7. Serve as the principal focal point for communication with the UN common system, in particular, with regards to the CEB and the HLCP and keep the Secretary-General informed of critical issues requiring his intervention or decision on behalf of IMO.

8. Manage communications and information flow between Member States/IGOs/NGOs and the Secretary-General/his Office on issues related to IMO’s functions and, if necessary, facilitate discussions on them through the SMC or with relevant division/department.

9. Advise the Secretary-General on protocol matters and supervise and provide guidance on the preparation and coordination of the Secretary-General’s official missions, participation in various events and delivery of speeches and addresses.

10. Promote cooperation and coordination of all Divisions of the IMO Secretariat and all external stakeholders engaged in the activities of the Organization; and

11. Assume responsibility from time to time for specific areas of work, as required and as assigned by the Secretary-General.