HEAD, PROGRAMME MANAGEMENT (P.5)

PROGRAMME MANAGEMENT SECTION

SUBDIVISION FOR PROGRAMME MANAGEMENT AND COORDINATION

TECHNICAL COOPERATION DIVISION

Vacancy announcement: V.N. 20-05
Admin number: ADMIN/20/27
Post number: 50003075
Contract Information: Fixed-term for two years (first year is probationary) with the possibility of further extension, subject to satisfactory performance.

Date of issue: 20 July 2020
Deadline for applications: 17 August 2020
Salary: US$ 88,162 net per annum, plus post adjustment (currently US$ 49,283). Salary is free of income tax in the United Kingdom. For further information on benefits and entitlements please click here

Purpose of the post
Under the overall supervision of the Director, Technical Cooperation Division, and the immediate supervision of the Chief, Subdivision for Programme Management and Coordination, the incumbent will provide leadership and operational and strategic direction as well as plan, manage and control technical cooperation programmes. The incumbent will also assist in the development and formulation of IMO’s technical cooperation policies and strategies and proposals for the efficient and effective working of the Technical Cooperation Committee (TCC).

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

Required competencies
(a) Strong leadership, managerial and coordination skills, with a demonstrated ability to work independently under general guidance, effectively manage and develop people and teams, and manage the implementation of programmes and projects including budgetary resources.
(b) Conceptual analytical and evaluative skills and proven ability to conduct research and analysis.
(c) Proven organizational and time management skills and a high degree of initiative together with the ability to work under pressure and manage conflicting priorities and high volumes of work.
(d) Excellent communication and drafting skills, and ability to provide guidance and explain complex issues and positions in a clear manner.
(e) Proven interpersonal skills and ability to establish and maintain effective working relations with internal and external stakeholders, at all levels including in an international, cross-cultural context.

Professional experience
Minimum of 10 years of progressively responsible international experience in management of development and/or technical cooperation programmes or related areas, including human and financial resources management and policy development, preferably at the international level. Senior level experience at global, regional and national level and good understanding of the maritime sector or in a related field is advantageous.

Education
Advanced university degree in the field of public policy, public or business administration, maritime administration, economics, international development, international relations, project management or related field.

Language skills
Advanced level of proficiency in English, both written and oral, is essential. Working knowledge and ability to understand complex technical issues in other official languages of the United Nations will be an advantage.

Other knowledge and skills
Complete proficiency in Microsoft Office applications. Thorough understanding of dynamic variables of international relations which affect the process of designing, administering and implementing technical cooperation programmes and projects, and application of technical cooperation principles and objectives is desirable. Experience in management of large and diverse teams and international activities, dealing with high level government officials, private sector and international organizations, would be an advantage.

How to apply
Applications must include an up to date Personal History Form (also available from our website www.imo.org) and should be accompanied by a cover letter stating the reasons for applying and experience relevant to the post. Applications must be sent to the following email address: recruitment@imo.org. Only applications submitted via email will be accepted.

Please state V.N. 20-05 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 senior 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 overall supervision of the Director, Technical Cooperation Division (TCD), and the immediate supervision of the Chief, Subdivision for Programme Management and Coordination, TCD, the incumbent will perform the following tasks:

1. As required, assist the Director, TCD, in developing and formulating:
   .1 IMO’s technical cooperation policies and strategies and proposals for the efficient and effective working of the Technical Cooperation Committee (TCC);
   .2 Meeting documents for presentation to the Assembly, Council, TCC and the other IMO organs and/or their subsidiary bodies; and
   .3 Information materials to promote IMO’s technical cooperation activities.

2. Present, explain and respond to requests for further information, documents to TCC and its subsidiary bodies, as well as, to the Assembly, Council and the other IMO organs and/or their subsidiary bodies on technical assistance matters and aid the work of the IMO organs in the consideration of the various issues.

3. Observe the work of the Assembly, Council and of the other Committees and/or of their subsidiary with a view to identifying issues which the TCC and/or TCD will need to respond to.

4. Supervise and coordinate the development and implementation of technical cooperation programmes, in particular, the Integrated Technical Cooperation Programme (ITCP), in collaboration with TCD’s Geographical Focal Points, all relevant IMO Divisions and Departments of the IMO Secretariat, and relevant national/regional authorities, donors and partners.

5. Provide relevant documentation and analyses regarding the planning of the ITCP, including resource targets required to achieve the established priorities, advise the Chief, Subdivision for Programme Management and Coordination, TCD, regarding the corresponding administrative and financial implications.

6. Assess the challenges faced, and the assistance required, by countries, and identify technical cooperation priorities at national, sub-regional, regional and global levels for incorporation within the ITCP’s key objectives and programmes. In the performance of these functions, the incumbent may, as appropriate:
   .1 Collaborate with relevant national/regional authorities;
   .2 Initiate feasibility and preparatory studies;
   .3 Identify, brief, debrief and provide continuous back-stopping of individual experts/consultants;
   .4 Assess and edit reports of experts/consultants and monitor the implementation of their findings and recommendations; and
   .5 Deliver presentations during technical assistance activities.
7. Develop the constituent components of the Technical Cooperation Fund (TC Fund) in accordance the Revised Rules of Operation of the TC Fund.

8. Undertake all aspects of monitoring of the ITCP and other technical assistance projects within the purview of the Programme Management Section through the timely production of status activities and expenditure reports.

9. Prepare and/or review progress and final reports on approved technical assistance projects, for submission to the IMO organs, recipients and donors.

10. Participate in the assessment of seminars, courses and symposia, execution of project evaluations and reviews and preparation of project/programme impact assessment studies.

11. Coordinate and facilitate, in close liaison with the Internal Oversight and Ethics Office, the conduct of the Impact Assessment Exercise of the ITCP.

12. Prepare regional and global programme implementation documents specifying objectives, inputs of expert services, training and equipment, detailed time schedules, monitoring of performance, and detailed programme budgets for programmes executed by the Organization, in consultation with the beneficiaries, donors, partners and IMO’s Divisions and Departments.

13. Act as a Contract Manager, monitor closely the execution of approved programmes, to ensure the timely delivery of expected outputs within the corresponding budget allocations.

14. Engage in resource mobilization for the sustainable financing of the ITCP and negotiate funding, cost-sharing, and/or in-kind support for the relevant programmes from interested donors and/or beneficiaries in close cooperation with all relevant IMO Divisions and Departments and, in particular, the Department of Partnerships and Projects.

15. Supervise the design and maintenance of the Programmes’ directories and databases for tracking the ITCP Programmes and Revisions to be used as a master reference for TCD.

16. Direct and supervise the activities of the Programme Management Section, including the supervision of the Section’s staff.

17. Act as the Secretary to the Advisory Panel on the coordination of technical cooperation activities.

18. Act as a budget holder for ITCP TCD-implemented activities and/or Procurement Officer for UNDP/third party technical cooperation related procurement (ITCP programmes and TC-related XB projects), as required.

19. Facilitate the work of TCD by acting as Geographical Focal Point during the absence of the incumbents, as required.
20. Promote regional and global implementation of the ITCP activities by facilitating the establishment and/or improvement of partnership arrangements in close cooperation with all relevant IMO Divisions and Departments and, in particular, the Department of Partnerships and Projects.

21. Maintain consultations and liaison on technical assistance matters with the other Divisions and Departments of IMO and, as required, with the United Nations and its Specialized Agencies, Programmes, Funds and Regional Economic Commissions, the Resident Representatives of the United Nations Development Programme and with donor Governments, international and regional organizations and public and private institutions.

22. Carry out missions to Member States and Associate Member States on specific assignments and perform other related duties, as required.

23. Represent the Organization, as instructed by the Secretary-General and as and when required, in meetings or other activities organized by the United Nations and its specialized agencies, Programmes, Funds, other international, regional and sub-regional organizations, Member States, Associate Members, the World Maritime University and/or the IMO International Maritime Law Institute and deliver related presentations.

24. Carry out other duties within the incumbent’s professional competence, as may be required by the Director, TCD.