Circular letter No. 4162
22 October 2019

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 Junior Professional Officer.

2 The IMO Junior Professional Officer (JPO) programme is a voluntary programme under which Member States sponsor the secondment of young professionals from their country 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 in the new year.

4 Member States willing to participate in the programme are encouraged to nominate a maximum of three applicants per JPO position (see annex for details of the position for 2019). Direct applications from interested candidates will not be accepted. Only applications submitted through the respective sponsoring 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 29 March 2020.

5 Nominated 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 secondment.

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 the JPO. 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 JPO related costs directly or through IMO. All costs should be paid in advance to IMO so that the Organization is not compromised financially.
In accordance with a standard Memorandum of Understanding, salaries, benefits, travel costs, etc., of a JPO may be paid directly to the JPO by the sponsoring Member State under the modality of "Gratis Personnel" or through the Organization on the basis of reimbursement by the sponsoring Member State. Under the reimbursement arrangement, a contribution to offset the Organization’s administrative support costs (normally 12% on the sum expended) will be levied.

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

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.

All applications should be sent by email by the sponsoring Member State quoting in the subject line the specific position number under the 2019 JPO programme. All applications should be sent to: msp@imo.org.
<table>
<thead>
<tr>
<th>POST NUMBER</th>
<th>SECTION</th>
<th>DIVISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>JPO 19-04</td>
<td>Marine Technology and Goal-Based Ship Construction Standards (GBS) Section, Subdivision for Marine Technology and Cargoes</td>
<td>Maritime Safety Division</td>
</tr>
</tbody>
</table>
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 will make every effort to facilitate the employment of persons with disabilities
Position number: JPO 19-04
Admin number: ADMIN/19/70

Specific professional experience:
Minimum two years of relevant experience in the area of naval architecture or marine engineering, in particular the implementation of the GBS (Goal-based Ship Construction Standards) verification audit scheme.

Specific professional qualifications:
University degree in naval architecture, marine engineering or equivalent technical subjects.

Other requirements:
Thorough knowledge of relevant international conventions and other instruments. Experience of participation in the Organization’s technical meetings is preferable. Excellent research, analytical and organizational skills, as well as the ability to draft reports and edit technical texts, are essential.

Main duties and responsibilities:
Under the direct supervision of the Head, Marine Technology and GBS, and the overall supervision of the Senior Deputy Director, the incumbent will:

1. Provide support in the preparation of meetings (e.g. drafting documents, briefs and reports) under the Marine Technology and GBS Section's purview, such as the Sub-Committees on Ship Design and Construction (SDC) and Ship Systems and Equipment (SSE), as well as other relevant meetings (e.g. MSC, MEPC and FAL) as and when required.

2. Assist in the implementation of the GBS verification audits scheme related to construction rules of recognized organizations for bulk carriers, oil tankers and other types of ships, as appropriate, in accordance with the GBS Standards (resolution MSC.287(87)) and the GBS Guidelines (resolution MSC.296(87)); and carry out Secretariat functions for any GBS related issues, including:
   .1 assist in planning, managing and coordinating the GBS verification audits scheme;
   .2 liaising with ROs' focal points, IACS focal points and GBS auditors;
   .3 assist in the development and maintenance of dedicated databases and/or weblogs to facilitate efficient GBS audits; and
   .4 drafting progress reports and any related documents to the Maritime Safety Committee, the Secretary-General and other stakeholders, including updating the relevant websites.

3. Assist in dealing with technical issues under the purview of the Section and in supporting Member States in the area of marine technology as and when required.
Provide backstopping for relevant technical co-operation projects on technical matters under the purview of the SDC and SSE Sub-Committees, including assistance in the organization of related IMO-sponsored seminars and workshops.

Carry out missions to Member States, as required.

Represent the Organization in external conferences, seminars, workshops and similar events, including preparation and delivery of lectures and technical papers, as directed.

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

Assist in activities of other bodies of the Organization, in particular in the field of maritime safety, as assigned.

Act as Secretary of working and drafting groups and/or assist the Secretaries of such groups, as assigned.

Perform any other duties, as assigned.