To: IMO Member States

Subject: Position in the IMO 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 2020). 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 3 May 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 nominations should be sent by email by the sponsoring Member State quoting in the subject line the specific position number under the 2020 JPO programme. All nominations should be sent to: msp@imo.org.

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## ANNEX

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<tr>
<th>POST NUMBER</th>
<th>SECTION</th>
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<td>Subdivision for Protective Measures</td>
<td>Marine Environment Division</td>
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# JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

## GENERAL INFORMATION AND REQUIREMENTS FOR ALL JPO POSITIONS

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<th>Date of issue: 28 January 2020</th>
<th>Deadline for nominations: 3 May 2020</th>
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**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 for a second and third year only, subject to requirements and satisfactory performance. 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 requirements.

**Academic qualifications:**
University degree in a relevant discipline in relation to the post requirements.

**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](http://imo.org) (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 nominations via multiple routes

Applications will be acknowledged only in the case that they are short-listed for interview

**IMO will make every effort to facilitate the employment of persons with disabilities**
Position number: JPO 20-01  
Admin number: ADMIN/20/09

Specific professional experience:  
Professional experience in a maritime administration or international organization, university or relevant industry dealing with marine environment protection.

Specific professional qualifications:  
University degree in maritime administration, naval architecture, nautical science, marine engineering, marine science, or related subjects.

Additional skills:  
Working knowledge of environment-related IMO conventions and guidelines, with some experience in their application, would be an advantage.

Main duties and responsibilities:  
Under the overall supervision of the Senior Deputy Director, Subdivision for Protective Measures, and under the direction of the Head, Marine Biosafety, and the Head, Marine Pollution, the incumbent will support:

1. the work of the Marine Environment Protection Committee (MEPC) and the Sub-Committee on Pollution Prevention and Response (PPR), including drafting and editing documents and reports of meetings, and carrying out the appropriate follow-up actions from meetings;

2. the secretaries of working/drafting groups on matters related to ballast water management, anti-fouling systems, biofouling of ships, the prevention of pollution by oil, the control of pollution by noxious liquid substances in bulk, and the prevention of pollution by sewage and garbage from ships;

3. the drafting of circulars, other documents and correspondence, particularly in relation to MARPOL Annexes I, II, IV and V, including marine plastic litter; the IBC Code and the evaluation of hazards for chemicals carried by ships; the BWM Convention and the approval of ballast water management systems that make use of Active Substances; and the AFS Convention;

4. the technical editing of amendments and revisions to relevant IMO instruments and the preparation of such documents for subsequent dissemination or publication, as appropriate;

5. the implementation of technical cooperation projects related to MARPOL Annex V, including marine plastic litter, the AFS and BWM Conventions and biofouling, including organization of related IMO-sponsored seminars, workshops and other events;

6. the preparation and production of outreach material and presentations and attend relevant conferences, meetings and seminars, as requested and appropriate;

7. the work of the Division on matters related to the 2030 Agenda for Sustainable Development and the SDGs, particularly in relation to marine biodiversity and ocean governance, including inter-agency activities within the UN system and the relevant global/intergovernmental processes;
8. the response to specific queries from Member States and international organizations concerning relevant IMO conventions, guidelines and recommendations including relevant meeting documents, as appropriate; and

9. any other duties as may be assigned by the Director of the Division or the designated officers.