Circular Letter No. 4202
28 January 2020

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 nominations 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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JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

GENERAL INFORMATION AND REQUIREMENTS FOR ALL JPO POSITIONS

Date of issue: 28 January 2020
Deadline for nominations: 3 May 2020

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 (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

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IMO will make every effort to facilitate the employment of persons with disabilities
MARITIME SAFETY DIVISION
SUBDIVISION FOR MARITIME SECURITY AND FACILITATION
MARITIME SECURITY SECTION

Position number: JPO 20-02
Admin number: ADMIN/20/10

Specific professional experience:
Minimum two years of relevant experience. Basic understanding of maritime security measures adopted by IMO and would preferably have experience in this field. Experience in related professional activities e.g. security, logistics, humanitarian or technical co-operation projects will be considered.

Specific professional qualifications:
University degree in maritime or port disciplines or public administration or equivalent qualification.

Additional skills:
Working knowledge of 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 Deputy Director, Subdivision for Maritime Security and Facilitation, and under the direction of the Technical Officer, Maritime Security, the incumbent will support:

1. the development of submissions, lectures, presentations and technical papers in support of related meetings;

2. the drafting and preparing documents, reports, communications, as may be required in connection with the work of the Sub-Division and the wider Organization;

3. the updating of information on piracy and armed robbery incidents and the preparation of monthly reports;

4. the updating of Member State information on maritime and port security contact details in GISIS;

5. the updating process of maritime security training materials and related IMO model courses;

6. the Secretary at the meetings of working/drafting groups;

7. the research, development, organization and execution of technical co-operation projects related to maritime security;

8. the fulfilling, monitoring and reporting requirements of technical co-operation projects to donors and development partners, as well as tracking of implementation process of individual projects organized by the Sub-Division; and

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