Circular Letter No. 4292
14 May 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 will remain open until further notice, in view of the current circumstances.

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: 14 May 2020
Deadline for nominations: Open until further notice

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
Position number: JPO 20-03  
Admin number: ADMIN/20/24

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

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

Additional skills:  
Working knowledge of environment-related IMO conventions and associated guidelines, in particular MARPOL Annex VI concerning regulations for the prevention of air pollution from ships and regulations on energy efficiency for ships, as well as greenhouse gas reduction policies and strategies, with some experience in their application, would be an advantage.

Main duties and responsibilities:  
Under the general supervision of the Deputy Director, Subdivision for Protective Measures, and the immediate supervision of the Head, Air Pollution and Energy Efficiency (APEE), the Junior Professional Officer (JPO) will assist in carrying out responsibilities assigned to the APEE team.

In particular, the incumbent will:

1. Assist in the work of the Marine Environment Protection Committee (MEPC) and the Pollution, Prevention and Response (PPR) Sub-Committee, as well as relevant working, drafting and expert groups, including preparation of documents, briefs and reports for items related to the reduction of greenhouse gases (GHG) emissions and the prevention of air pollution from international shipping.

2. Assist in matters related to MARPOL Annex VI, the NOx Technical Code, related guidelines and other relevant guidance documents as well as IMO's policies related to the reduction of GHG and air pollutants emissions from ships such as the Initial IMO Strategy on reduction of GHG emissions from ships, including drafting of legal texts, support to related technical cooperation projects, response to queries, drafting of memos, briefs and articles as well as preparation of circulars.

3. Assist in the development and management of relevant related data base modules in GISIS.

4. Assist in matters related to the UN Framework Convention on Climate Change (UNFCCC) and other UN activities in the context of climate change activities including drafting of submissions and reports, and to maintain records and calendars and attending meetings, as required.

5. Assist in MED’s contribution to the Organization’s Integrated Technical Cooperation Programme and Major Projects including the organization of workshops and training courses in developing States.

6. Assist in preparation and production of outreach material, attend and contribute to relevant conferences, meetings and seminars, as requested and appropriate.

7. Assist in any other tasks on the prevention of air pollution and reduction of GHG emissions from ships or related issues, as instructed by the responsible officer.