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 at an agreed date following their selection.

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). Direct applications from interested candidates will not be accepted. Only nominations submitted through the respective sponsoring Member State will be considered. All nominations from sponsoring Member States should be accompanied by a supporting 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 exceptionally open until further notice, in view of the current Covid-19 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.

***
<table>
<thead>
<tr>
<th>POST NUMBER</th>
<th>SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>JPO 20-04</td>
<td>Subdivision for Marine Technology and Cargoes (MTC) and Subdivision for Operational Safety and Human Element (OSHE)</td>
</tr>
</tbody>
</table>
JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

GENERAL INFORMATION AND REQUIREMENTS FOR ALL JPO POSITIONS

**Date of issue:** 8 July 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](http://www.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

Nominations 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 20-04
Admin number: ADMIN/20/26

Specific professional experience:
Minimum two years of relevant experience in development of global maritime regulation, preferably working within an Administration, in the area of naval architecture or marine engineering.

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

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

1. Assist in the preparation of meetings (e.g. drafting and processing documents, briefs and reports) under the purview of the MTC and OSHE Subdivisions, 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 audit scheme related to ship construction rules of recognized organizations for bulk carriers and oil tankers, 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 providing support in planning, managing and coordinating the GBS verification audit scheme;
   .2 liaising with ROs’ focal points, IACS focal points and GBS auditors;
   .3 assisting in the development and maintenance of dedicated databases and/or weblogs to facilitate efficient GBS audits; and
   .4 drafting progress reports and related documents for the Maritime Safety Committee, the Secretary-General and other stakeholders, including updating the relevant websites.

3. Provide advice on matters related to development of global regulations for maritime autonomous surface ships (MASS) and share related expertise and knowledge within the Maritime Safety Division as appropriate.

4. Carry out Secretariat duties relating to the Working Group on MASS during meetings of the Maritime Safety Committee (MSC) as and when required.

5. Respond to MASS-related queries from Member States, international organizations and related industries as and when required.

6. Assist in dealing with technical issues under the purview of the Marine Technology Section and in supporting Member States in the area of marine technology as and when required.

7. Backstop relevant technical cooperation projects on technical matters under the purview of the HTW, NCSR, SDC and SSE Sub-Committees, including assistance in the organization of related IMO-sponsored seminars and workshops.
8. Carry out missions to Member States, as required.

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

10. Assist in drafting and preparing documents, reports and communications, as may be required in connection with the work of the Maritime Safety Division.

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

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

13. Perform any other duties, as assigned.