
4 ALBERT EMBANKMENT
LONDON SE1 7SR
Telephone: +44 (0)20 7735 7611 Fax: +44 (0)20 7587 3210

Circular Letter No. 4173
5 November 2019

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 **2 February 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.

7 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.

8 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.

9 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.

10 **All applications 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 applications should be sent to: msh@imo.org.

ANNEX

POST NUMBER	SECTION	DIVISION
JPO 19-05	Resource Mobilization and Partnerships	Technical Cooperation Division

JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

GENERAL INFORMATION AND REQUIREMENTS FOR ALL JPO POSITIONS

Date of issue: 5 November 2019
Deadline for applications: 2 February 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, 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. Please refer to [JPO 19-05](#)

Academic qualifications:

University degree 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: mssp@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

TECHNICAL COOPERATION DIVISION

RESOURCE MOBILIZATION AND PARTNERSHIPS

Position number: JPO 19-05

Admin number: ADMIN/19/77

Specific professional experience:

Experience in project management, international development issues and fundraising/resource mobilization.

Specific professional qualifications:

Working knowledge of International Development Cooperation activities, UN Sustainable Development Goals, IMO Technical Cooperation activities. Formulation and development of bankable project proposals would be an advantage.

Main duties and responsibilities:

Under the immediate supervision of the Head, Resource Mobilization and Partnerships, Technical Cooperation Division, and the overall supervision of the Director, Technical Cooperation Division, the incumbent will provide integrative and adaptive support to the work of the Section in accordance with the resource mobilization strategy, in connection with IMO's technical cooperation activities. This will include, inter alia:

- 1 to assist in the implementation of the long-term resource mobilization strategy;
 - 2 to assist in identifying potential funding sources through the analysis of trends in international development cooperation, to identify potential donors and their interests, policies and mechanisms of operation;
 - 3 to assist in identifying the needs of recipient countries by liaising with the geographical focal points, the Regional Coordinators, the Regional Maritime Adviser and the IMO Technical Cooperation Officer at SPC;
 - 4 to assist in the preparation of project proposals, in cooperation with the relevant technical officers, for submission to potential donors and overall coordinate the implementation of the projects;
 - 5 to assist in the preparation of documents on resource mobilization and partnerships for presentation to the Technical Cooperation Committee, and other IMO bodies, donor meetings as requested; and
 - 6 to undertake any other tasks which may be assigned either by the Director, Technical Cooperation Division, or the Head, Resource Mobilization and Partnerships.
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