

Subject: Circular No. 2011-08

Vacancy Notice No. 11-06

Number: CL/90/0692

Date: 2011.May.26

موضوع: بخشنامه شماره ۰۸-۲۰۱۱

پست بلا تصدی IMO شماره ۱۱-۰۶

شماره: ۹۰/۰۶۹۲/ق م

تاریخ: ۱۳۹۰/۰۳/۰۵



All respectful ICS surveyors

With my gratitude, respectfully,
The Secretary-General of the International Maritime Organization has noticed the Vacancy for the post of Technical Officer (P.4) Office for the London Convention and Protocol Marine Environment Division which is to be filled shortly.

The position will assist in carrying out responsibilities assigned to the Office and the Division related to marine environmental protection matters.

The application shall be enclosed with IMO personal history form and covering letter of the candidate and reach to IMO before 2011 June 13.

Further information is mentioned in the main Circ. letter issued by IMO which is located at CLD area in ICS Network with the following address.

\\server\ICS Organization\Convention and Legislation\Department\Publications\CIRC\2011\Circ. 2011-04

A. Jamaly
Manager of Convention & Legislation
Department
Iranian Classification Society – ICS

کلیه بازرسان محترم ICS

با سلام
اخیراً دبیرخانه سازمان بین‌المللی دریانوردی آگهی پست بلا تصدی برای افسر فنی در سازمان را اعلام نموده است. این سمت در انجام مسئولیت‌های محوله به سازمان در بخش مربوط به حفاظت از محیط زیست دریایی ایفای نقش می‌نماید. درخواست مربوطه به همراه فرم تاریخچه فعالیت و نامه رویی می‌بایست تا قبل از ۲۳ خرداد ماه ۱۳۹۰ به IMO ارسال گردد. اطلاعات تکمیلی در این زمینه، در بخشنامه اصلی که توسط IMO منتشر گردیده است موجود می‌باشد. این بخشنامه در بخش CLD از شبکه داخلی موسسه با آدرس ذیل قابل دسترسی می‌باشد.

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عبدالله جمالی

مدیریت واحد کنوانسیون‌ها و مقررات دریایی

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Ref. A2/B/1.02

Circular letter No.3182
13 May 2011

To: IMO Member States
United Nations and specialized agencies

Subject: **Vacancy Notice No. 11-06**
Technical Officer (P.4)
Office for the London Convention and Protocol
Marine Environment Division

The Secretary-General of the International Maritime Organization has the honour to enclose Vacancy Notice No. 11-06 for the post of Technical Officer (P.4), Office for the London Convention and Protocol, Marine Environment Division which is to be filled shortly.

Applications, accompanied by an IMO Personal History Form and covering letter of the candidates concerned, should reach the Organization as soon as possible and not later than 13 June 2011. Applications should not be sent via multiple routes.

TECHNICAL OFFICER (P.4), OFFICE FOR THE LONDON CONVENTION AND PROTOCOL, MARINE ENVIRONMENT DIVISION

Circular letter No.3182

Vacancy announcement number: V.N. 11-06

Admin Number: ADMIN/11/33

Date of Issue: 13 May 2011

Deadline for applications: 13 June 2011

Contract Information: Fixed term for two years (first year is probationary) with the possibility of further extensions subject to satisfactory performance.

Salary information: US\$71,393.00 net per annum for staff with primary dependants and US\$66,482.00 at single rate plus post adjustment (currently US\$56,115.00 at dependant rate and US\$52,255.00 at single rate). Salary is free of income tax in the UK. For further benefits and entitlements please visit our website.

Purpose of the post

Under the direction of the Head, Office for the London Convention and Protocol, Marine Environment Division, the Technical Officer will assist in carrying out responsibilities assigned to the Office and the Division related to marine environmental protection matters. For a full job description, see below.

Required competencies

- Meticulous attention to detail combined with ability to maintain awareness of general policy directions and priorities.
- Tact, discretion, organizational ability and high degree of initiative together with the ability to work under pressure and maintain harmonious relationships.
- Ability to deliver high quality and accurate work.
- Ability to liaise, consult and negotiate with persons from a wide multi-cultural background.

Professional Experience

The applicant should have a minimum of 8 years of progressively responsible experience in a national administration or international organizations dealing with marine environment protection.

Education

Advanced university degree in the field of marine science (marine environment and ecology; marine chemistry; coastal zone management; or other related fields). A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Languages

Complete fluency in English with excellent drafting abilities and demonstrable experience of presenting information orally and in writing in a clear and concise manner. Knowledge of a second working language of the Organization (French or Spanish) highly desirable.

Other Skills

Computer literacy with knowledge of handling and building databases is required. Knowledge of the UN System and experience in participating in meetings, especially IMO meetings would be an advantage.

How to apply

Applications **must** be accompanied by a covering letter stating the reasons for applying and relevant experience to the post and must be accompanied by an up to date Personal History Form (available from our website www.imo.org) and should be sent to the following e-mail address: recruitment@imo.org. Please state Vacancy Number **V.N. 11-06** in the subject line.

Candidates may also send applications to:

Recruitment, Human Resources Services
International Maritime Organization
4, Albert Embankment
London SE1 7SR
United Kingdom

Please do **not** send applications via multiple routes.

Your application will be acknowledged **only** in the case that you are short-listed for interview.

This vacancy is open to male and female candidates. IMO seeks to increase the number of women at all levels and women, particularly, are therefore invited to apply. IMO will make every effort to facilitate the employment of persons with disabilities.

TECHNICAL OFFICER (P.4), OFFICE FOR THE LONDON CONVENTION AND PROTOCOL, MARINE ENVIRONMENT DIVISION

MAIN DUTIES AND RESPONSIBILITIES

Under the direction of the Head, Office for the London Convention and Protocol, Marine Environment Division, the Technical Officer, will assist in carrying out responsibilities assigned to the Office and the Division related to marine environmental protection matters. In particular, the Officer will:

1. Act as Secretary to working or drafting groups for the meetings of the governing bodies of the London Convention and Protocol and its subsidiary bodies (Scientific Groups, Compliance Group and other ad hoc meetings) or meetings of the Marine Environment Protection Committee (MEPC) and its subsidiary bodies. This includes:
 - a) preparation of briefing notes, documents and reports;
 - b) preparation of draft reports, publications (guidelines and manuals), circulars and other documents and correspondence as assigned, including responses to queries on the work of the LC/LP Meetings, the MEPC and IMO instruments and documentation; and
 - c) contacting relevant international organizations, governmental and non-governmental as well as the industry to co-ordinate the work of common interest.
2. Provide information services, technical advice and technical assistance to Member Governments in:
 - a) promotion of the implementation of the requirements of the London Convention and Protocol; and
 - b) the implementation of the Integrated Technical Co-operation and Assistance Programme of the London Convention and Protocol, in particular prepare and implement technical co-operation programmes and projects related to the Removal of Barriers to Compliance Project, including:
 - i) organization of missions and consultancies;
 - ii) organization of meetings, workshops, seminars, training courses; and
 - iii) participation when necessary in meetings, workshops, seminars and training courses.
3. Represent the Organization at outside conferences, seminars, meetings and similar events, prepare and provide technical papers and lectures as required.
4. Carry out missions to Member States on specific assignments and perform other related duties, as required.
5. Assist the Technical Secretary to Group of Experts on the Scientific Aspects of Marine Environmental Protection (GESAMP) to achieve its objectives.

MAIN COMPETENCIES

The incumbent should be able to demonstrate experience in the following competency areas:

Verbal and Written Communication

Excellent proven drafting ability and verbal communication skills. Listens to others, correctly interprets messages from others and responds appropriately, asks questions to clarify and exhibits interest in having two-way communication. Is able to provide consistently high quality written work, uses audience appropriate style and structure, is concise and clear in communicating messages.

Problem Solving and Decision Making

Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information.

Dealing with Change/Planning

Ability to plan and organize work, to adjust priorities as required and to work on a variety of issues at once. Allocates appropriate amount of time and resources for completing work, foresees risks and allows for contingencies when planning. Ability to accept unforeseen changes to work plans, and adjusts plans and actions as necessary. Uses time efficiently.

Continuous Development

Demonstrated ability to analyse problems and to develop and propose solutions under time pressures. Proven ability to work on a multitude of various tasks in a multicultural environment. Shows pride in work and in achievements, demonstrates professional competence and mastery of subject matter, is conscientious and efficient in meeting commitments, observing deadlines and achieving results, is motivated by professional rather than personal concerns, shows persistence when faced with difficult problems of challenges, remains calm in stressful situations.
