

Subject: Circular No. 2011-04

Vacancy Notice No. 11-05

Number: CL/90/0070

Date: 2011.Apr.09

موضوع: بخشنامه شماره ۰۴-۱۱-۲۰۱۱

پست بلا تصدی IMO شماره ۱۱-۰۵

شماره: ۹۰/۰۰۷۰/ق م

تاریخ: ۹۰/۰۱/۲۰



All respectful ICS surveyors

With my gratitude, respectfully,

The Secretary-General of the International Maritime Organization has noticed the Vacancy for the post of Head (P.5), Policy and Planning Unit, Office of the Secretary-General.

The position (both from the designing and implementing points of view) provides advice and assists the Secretary-General on all matters relating to the policies and activities of the Organization. The duration of this position is two years (first year is probationary) with the possibility of further extensions subject to satisfactory performance.

The application shall be enclosed with IMO personal history form and covering letter of the candidate and reach to IMO before 26 April.2011.

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.

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

کلیه بازرسان محترم ICS

با سلام

اخیراً دبیرخانه سازمان بین المللی دریانوردی آگهی پست بلا تصدی برای ریاست واحد برنامه ریزی و سیاست گذاری را اعلام نموده است. این سمت (از نقطه نظر طراحی و اجرا) براساس پیشنهادات خود، دبیرخانه را در کلیه مسائل مربوط به سیاستگذاری و فعالیت سازمان یاری می دهد. بر اساس بخشنامه مذکور مدت تصدی این پست دو سال می باشد که در سال اول بصورت آزمایشی و پس از آن ادامه کار منوط به رضایت از عملکرد شخص متصدی این پست می باشد.

درخواست مربوطه به همراه فرم تاریخچه فعالیت و نامه روی می بایست تا قبل از ۶ اردیبهشت ماه ۱۳۹۰ به IMO ارسال گردد. اطلاعات تکمیلی در این زمینه، در بخشنامه اصلی که توسط IMO منتشر گردیده است موجود می باشد. این بخشنامه در بخش CLD از شبکه داخلی موسسه با آدرس ذیل قابل دسترسی می باشد.

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عبدالله جمالی

مدیریت واحد کنوانسیون ها و مقررات دریایی

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Ref. A2/B/1.02

Circular letter No.3176
25 March 2011

To: IMO Member States
United Nations and specialized agencies

Subject: **Vacancy Notice No. 11-05**
Head (P.5)
Policy and Planning Unit
Office of the Secretary-General

The Secretary-General of the International Maritime Organization has the honour to enclose Vacancy Notice No. 11-05 for the post of Head (P.5), Policy and Planning Unit, Office of the Secretary-General 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 26 April 2011. Applications should not be sent via multiple routes.

Head (P.5), Policy and Planning Unit, Office of the Secretary-General

Circular Letter No. 3176

Vacancy announcement number: V.N. 11-05

Admin Number: ADMIN/11/ 16

Date of Issue: 25 March 2011

Deadline for applications: 26 April 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\$86,791.00 net per annum for staff with primary dependents and US\$80,629.00 at single rate plus post adjustment (currently US\$55,112.00 at dependant rate and US\$51,199.00 at single rate). Salary is free of income tax in the UK. For further benefits and entitlements please see our website.

Purpose of the post

The Head of the Policy and Planning Unit, Office of the Secretary-General, (both from the designing and implementing points of view) provides advice to and assists the Secretary-General on all matters relating to the policies and activities of the Organization. For a full job description, see below.

Required competencies

- a) Strong leadership skills: proven track record of creating an enabling environment, including the ability to effectively lead, supervise, and mentor.
- b) Excellent proven drafting ability and verbal communication skills.
- c) Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Makes tough decisions as necessary, and is able to take unpopular decisions and to give unwelcome advice.
- d) Ability to plan and organize work, to adjust priorities as required and to work on a variety of issues at once.
- e) 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.

Professional Experience

A minimum of 10 years of progressively responsible experience in the UN system, government, maritime management or public affairs. Proven track record of excellent management and good people management skills. Work experience at senior level in international organizations and/or in different UN entities an asset.

Education

Advanced university degree in one or more of the following disciplines: maritime sciences, international affairs, international relations, social sciences, business administration, public administration or related field. 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 and knowledge of a second working language of the Organization (French or Spanish) highly desirable. Knowledge of other languages of the Organization also desirable. Superior drafting ability in English with demonstrable experience of presenting information orally and in writing in a clear and concise manner.

Other Skills

Proven track record of adapting to new situations and challenges. Knowledge of the functioning of the Organization's policies, procedures and operations and a thorough familiarity of current affairs and developments in the maritime and international spheres.

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](#) (also 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. 11-05** 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.

HEAD (P.5), POLICY AND PLANNING UNIT, OFFICE OF THE SECRETARY-GENERAL

MAIN DUTIES AND RESPONSIBILITIES

Under the direction of the Secretary-General the incumbent will:

1. monitor progress against the Organization's Strategic Plan, High-level Action Plan and mission and report on performance and achievements;
2. consult with external stakeholders on trends, developments and challenges affecting the Organization in pursuit of its mission;
3. identify consequential proactive measures to be adopted by the Organization to enhance its status and effectiveness, for incorporation in the Strategic Plan and High-level Action Plan;
4. supervise the work of the Statistical Officer;
5. monitor the effectiveness of guidelines for the application of the Strategic Plan and High-level Action Plan and propose consequential improvements thereto and/or to the Organization's results-based planning, budgeting, implementation, monitoring and reporting cycles;
6. organize, manage and report on the conduct of periodic risk management exercises within the Secretariat; propose any consequential risk treatment programmes, improvements to the Organization's Risk Management Framework and/or adjustments to the Strategic Plan and High-level Action Plan;
7. act as Secretary to the Council Working Groups on Strategic Planning and Risk Management;
8. ensure that follow-up action is taken for the implementation of key resolutions and policy decisions of the Organization;
9. facilitate dialogue and promote improved collaboration and cooperation with stakeholders and interlocutors by developing and maintaining strong working relationships and partnerships with representatives of entities such as governments, UN System organizations, intergovernmental and non-governmental organizations;
10. provide an overview of policy developments in other organizations of the UN System and advise the Secretary-General and relevant Divisional Directors on their relevance to IMO's mission, operations and management;
11. coordinate the development of policy options on major issues related to the achievement of the Organization's mission;
12. in conjunction with the Internal Oversight Services, monitor the effectiveness of internal administrative procedures and make proposals for streamlining, as appropriate;
13. prepare position papers, briefing notes, talking points and other documents;
14. coordinate and finalize inputs for the Secretary-General's statements, speeches, etc.;
15. ensure that the Organization, its mandate and policies are clearly and consistently presented in oral and written communications;
16. participates, as designated by the Secretary-General, in other working groups, task forces and meetings, as needed;

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17. act as focal point to facilitate the Organization's action and response by appropriate Divisions in the event of a major maritime incident; and
 18. represent the Organization, as required.

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MAIN COMPETENCIES

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

Leadership and Managing Others

Strong leadership skills: proven track record of creating an enabling environment, including the ability to effectively lead, supervise, and mentor. Establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the *status quo*; shows the courage to take unpopular stands. Demonstrates knowledge of strategies and commitment to the goal of gender balance.

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. Tailors language tone style and format to match audience, demonstrates openness in sharing information and keeping people informed.

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. Checks assumptions against facts. Makes tough decisions as necessary, and is able to take unpopular decisions and to give unwelcome advice.

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.