

John

From: education.wing@hcilondon.in
Sent: Tuesday, February 26, 2019 6:34 PM
To: 'DG Shipping Office P. S. John PS to DGS'; usune@mea.gov.in; usfi-ship@nic.in
Cc: sspol.london@mea.gov.in
Subject: MO Junior professional officer Programme positions in TC Audit and Implementation support and A Divisions
Attachments: Circular letter no. 3937 Feb 21 2019.pdf; Untitled_26022019_125050.pdf

Dear Sir/Madam

I have been instructed by Dr. Abhishek Sharma SS (PIE) to forward a communication Circular letter no. 39.37 dated February, 201 w.r.o. several re-advertised position for the IMO 2019 Junior Professional Officer Programme, received from the IMO. This is for kind information and necessary actions please.

Regards

R. Dabhi
International Organisations Wing
High Commission of India
London WC2B 4NA
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स.म.नि./कार्मिक	<input checked="" type="checkbox"/>
स.म.नि./कोस्टल	<input type="checkbox"/>
स.म.नि./एमटीओ	<input type="checkbox"/>
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डॉ. पी.के. राऊत
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Ms A

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Circular letter No. 3937
21 February 2019

To: IMO Member States

Subject: **Positions in the IMO 2019 Junior Professional Officer programme**

1 The Secretary-General of the International Maritime Organization has the honour to announce several positions for Junior Professional Officers available for 2019.

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 this year.

4 Member States willing to participate in the programme are encouraged to submit a maximum of three applicants per JPO position (see annex for details of positions for 2019). Direct applications from interested candidates will not be accepted. Only applications submitted through the respective Member State will be considered. All applications should be accompanied by an **IMO Personal History form** (available under "Careers at IMO" on our website www.imo.org). Applications should reach the Organization as soon as possible and, in any case, no later than **12 April 2019**.

5 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 submitting candidates for a position in the programme, sponsoring Member States agree to bear all costs related to the temporary secondment of one (or more) of their candidates to IMO. The terms of engagement are agreed through the signing of a Memorandum of Understanding confirming, inter alia, the sponsoring Governments' commitment to cover all related costs.

7 Salaries, benefits, travel costs, etc., of a JPO may either be paid by the Organization on the basis of reimbursement by the sponsoring Member State in accordance with the standard Memorandum of Understanding, or may be paid directly to the JPO by the sponsoring Member State under the modality of "Gratis Personnel". 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, but 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.

8 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.

9 All applications should be sent by email by the sponsoring Member State quoting in the subject line the specific position number under the 2019 JPO programme. All applications should be sent to: jpo@imo.org.



ANNEX

POST NUMBER	SECTION	DIVISION
<u>JPO 17-09</u>	Asia and Pacific Section	Technical Cooperation Division
<u>JPO 18-01</u>	Instruments Implementation Support	Department For Member State Audit and Implementation Support
<u>JPO 18-03</u>	Executive Office of the Secretary-General	OSG
<u>JPO 18-05</u>	Implementation Support	Department for Member State Audit and Implementation Support
<u>JPO 18-06</u>	Functional Review Project	Administrative Division

JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

GENERAL INFORMATION AND REQUIREMENTS FOR ALL JPO POSITIONS

Date of issue: **21 February 2019**

Deadline for applications: **12 April 2019**

Contract information:

All positions are subject to funding by the Member State. As such, the appointment is limited to the period of funding. Contracts are fixed term for one year with the possibility of extension, subject to satisfactory performance, for up to a total of two years with a possibility of extension 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) Proven ability to establish and maintain effective working relations in a cross-cultural context.
- b) Highly developed communication skills, both written and oral, including the ability to draft reports and comprehensively analyse issues.
- c) Integrity, discretion, accuracy and meticulous attention to detail.
- d) Organizational skills and a high degree of initiative together with the ability to work under pressure and manage high volumes of work.

Professional experience:

Minimum two years' experience in a relevant position.

Academic qualifications:

University degree, or equivalent professional qualification, in an appropriate field.

Language skills:

Excellent command of written and spoken English is required; knowledge of other official languages of the Organization will be an advantage.

Other skills:

Excellent research, analytical and drafting skills. Competent in the use of relevant IT applications, including Internet, spread sheets, databases and word-processing software.

How to apply:

Since this is a voluntary position financed by a sponsoring government, *only applications submitted directly by the sponsoring Government will be accepted*. Applications must include a cover 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 under 'Careers at IMO' on our website www.imo.org). Applications should be sent to the following e-mail address: jpo@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

IMO will make every effort to facilitate the employment of persons with disabilities

ASIA AND PACIFIC SECTION

TECHNICAL COOPERATION DIVISION

Position number: JPO 17-09
Admin number: ADMIN/17/75

Specific professional experience:

Experience in project management or international development issues.

Specific professional qualifications:

Working knowledge of IMO Conventions, with some experience in their application, would be an advantage.

Main duties and responsibilities:

Under the immediate supervision of the Head, Asia and Pacific Section, Technical Cooperation Division, and the overall supervision of the Director, Technical Cooperation Division, and in collaboration with the Principal Programme Assistant, the incumbent will provide integrative and adaptive project coordination support to the work of the Section, in connection with IMO's Integrated Technical Cooperation Programme (ITCP). This will include, inter alia:

1. Assist in the organization, execution and implementation of ITCP activities in the region;
2. Assist in identifying potential funding sources at bilateral and multilateral levels;
3. Prepare donor proposals and reports for technical cooperation activities;
4. Assist in the preparation of documents on IMO's technical assistance programme for presentation to the Technical Cooperation Committee, and other IMO bodies, donor meetings as requested;
5. Assist in the preparation of field missions and associated work and involve where applicable; and
6. Undertake any other tasks which may be assigned either by the Director, Technical Cooperation Division, or the Head, Asia and Pacific Section.

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DEPARTMENT FOR MEMBER STATE AUDIT AND IMPLEMENTATION SUPPORT

Position number: JPO 18-01

Admin number: ADMIN/18/14

Specific professional experience:

Documented professional experience in fields relevant to the administration of maritime affairs, in general, and, more specifically, to the conduct of casualty investigations and the identification of relevant findings and the analysis thereof, including statistical analyses. Experience in port State control activities would also be appropriate.

Documented professional experience in fields relevant to the conception and development of IT solutions to support, facilitate and carry out related duties.

Specific professional qualifications:

University degree in disciplines relevant to the administration of maritime affairs and the definition of IT-based solutions up to the stage of implementation.

Main duties and responsibilities:

The incumbent will work under the overall supervision of the Director of the Department, Department for Member State Audit and Implementation Support and the immediate supervision of the Head, Implementation Support.

The incumbent will cooperate with the dedicated Research Assistant in the coordination and monitoring of the supporting work of the Secretariat with regard to the Correspondence and Working Groups on Casualty Analysis established by the III Sub-Committee. In this context, the incumbent will contribute to the identification of any trends in the occurrence of casualties, the promotion of compliance mechanisms with the Casualty Investigation Code and the collection of findings and reports based on the investigations carried out by Member States.

The incumbent and the dedicated Research fulfil the Secretariat's duties for the implementation of the established analyzing process with a view to stimulating the identification and consideration, by relevant IMO bodies, of safety and marine environment cases, trends and risk profiles, which may require the development of new requirements or the amendment to existing ones.

The incumbent will:

1. Carry out Secretariat's duties relating to meetings of the Maritime Safety Committee, the Sub-Committee on the Implementation of IMO Instruments (III) and other IMO bodies, as directed;
2. Have a proactive role, following a holistic and inter-divisional methodology, relating to the support of the implementation of IMO instruments and the knowledge-based rule-making processes, in general, and, in particular:
 - .1 support the development of Global Integrated Shipping Information System (GISIS) and overseeing thereof, in the wider context of knowledge and data management;

- .2 assess the processes for the collection of data, including the quality thereof, and contribute to the cooperation with other entities involved in the collection and analysis of casualty and port State control data, e.g. MAIIF, EQUASIS and PSC regimes;
 - .3 contribute to the redesign and maintenance of the module on marine casualties and incidents to implement the new taxonomy, taking into account the work carried out by EMSA in linking GISIS and EMCIP;
 - .4 support the development of improved data input and output facilities, including data searching and retrieving capabilities, including the collection and analysis of the needs of internal and external users;
 - .5 analyse and develop improved data transfer capabilities between systems in order to reduce potential duplication of data reporting and processing for Member States and UN specialized agencies;
 - .6 contribute to the cooperation with the UNECE in the context of the UNLOCODES, including the review and improvement of the current use of the UNLOCODES in IMO data systems;
 - .7 contribute to the further development of the PSC module, including the cooperation with ILO with regard to MLC, 2006, as appropriate;
 - .8 cooperate with other departments and, in particular, the OSG, in order to support the work on performances indicators, as appropriate;
 - .9 support the work of dedicated bodies in charge of the review and analysis of casualty and port State control data, in particular, the work on GBS and FSA;
 - .10 support the development and maintenance by the Secretariat of tools supporting the implementation of IMO instruments;
 - .11 contribute to the analysis of findings in order to identify trends and develop knowledge and risk-based recommendations and statistical analyses, as well as the analysis of consolidated audit summary reports, as appropriate; and
 - .12 technically support the work of data research assistant(s);
3. Assist in the development and implementation of, and follow up to, technical cooperation activities relating to port State control and other areas, where appropriate, including the organization of IMO-sponsored seminars and workshops.
 4. In addition, the incumbent will perform any other duties as may be assigned by the Director of the Department or the designated officer.

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EXECUTIVE OFFICE OF THE SECRETARY-GENERAL

Position number: JPO 18-03
Admin number: ADMIN/18/66

Specific professional experience:

Minimum two years professional experience in a policy making environment. Experience in maritime policy development and implementation is highly desirable.

Specific professional qualifications:

University degree in a relevant discipline such as public or maritime administration, marine sciences or similar.

Additional skills:

Clear and concise drafting skills are a requirement. High proficiency in MS Office applications and the ability to develop and maintain research databases is highly desirable.

Main duties and responsibilities:

Under the overall supervision of the Maritime Policy Adviser and the immediate supervision of the designated official in the Executive Office of the Secretary-General (EOSG), the incumbent will:

- .1 Support the development of the Organization's actions and responses to maritime incidents.
- .2 Carry out independent research, organise and collect data and analyse and interpret results in support of the policy work of the Office in particular in considering new trends, developments and challenges affecting the Organization in the pursuit of its mission.
- .3 Through the collection and presentation of data for future use or to inform decisions in support of the current work of the Secretariat, support the work of the Organization to enhance the impact, influence and effectiveness of its work.
- .4 Assist with organization-wide strategic planning and monitoring through identifiable performance indicators; the development of the Secretariat's operational business plan and its progress reporting; and the review and assessment of the risk management plan, as required by the Assembly resolutions and guidance of the Council.
- .5 Support the monitoring of the effectiveness of guidelines for the application of the new strategic framework and other associate plans and investigate consequential improvements thereto and/or to the Organization's results-based planning, budgeting, implementation, monitoring and reporting.
- .6 Monitor relevant advancements on statistical development, knowledge management and knowledge sharing and provide advice on improvements and processes that may be introduced into the Secretariat.
- .7 Assist in the development and engagement with UN system organizations on topics of relevance to IMO's mission, vision, operations and management, and promote internal and external dialogue through the development and maintenance of working relationships and partnerships amongst key stakeholders.

.8 Provide support to the Secretary to the Council's working groups, other task forces and meetings, as needed.

.9 Perform other duties as may be required.

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IMPLEMENTATION SUPPORT

DEPARTMENT FOR MEMBER STATE AUDIT AND IMPLEMENTATION SUPPORT

Position number: JPO 18-05

Admin number: ADMIN/18/92

Specific professional experience:

Documented professional experience in fields relevant to port State control activities and the management of projects is required. Interest in data management-related issues would be an advantage.

Specific professional qualifications:

University degree in disciplines relevant to the administration of maritime affairs.

Main duties and responsibilities:

Under the overall supervision of the Director of the Department, Department for Member State Audit and Implementation Support, and the immediate supervision of the Head, Implementation Support, the incumbent will:

1. carry out Secretariat's duties relating to meetings of the Maritime Safety Committee, the Sub-Committee on the Implementation of IMO Instruments (III) and other IMO bodies, as directed;
2. have a proactive role, following a holistic and inter-divisional methodology, relating to the support of the implementation of IMO instruments and the knowledge-based rule-making processes, in general, and, in particular:
 - .1 support the development of Global Integrated Shipping Information System (GISIS) and overseeing thereof, in the wider context of knowledge and data management;
 - .2 assess the processes for the collection of data, including the quality thereof, and contribute to the cooperation with other entities involved in the collection and analysis of casualty and port State control data, e.g. MAIIF, EQUASIS and PSC regimes;
 - .3 support the development of improved GISIS data input and output facilities, including data searching and retrieving capabilities, including the collection and analysis of the needs of internal and external users;
 - .4 analyse and develop improved data transfer capabilities between systems in order to reduce potential duplication of data reporting and processing for Member States and UN specialized agencies;
 - .5 contribute to the cooperation with the UNECE in the context of the UNLOCODES, including the review and improvement of the current use of the UNLOCODES in IMO data systems;
 - .6 contribute to the further development of the PSC module, including the cooperation with ILO with regard to MLC, 2006, as appropriate;

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- .7 cooperate with other departments and, in particular, the OSG, in order to support the work on performances indicators, as appropriate;
 - .8 support the work of dedicated bodies in charge of the review and analysis of port State control and casualty data;
 - .9 support the development and maintenance by the Secretariat of tools supporting the implementation of IMO instruments;
 - .10 contribute to the analysis of findings in order to identify trends and develop knowledge and risk-based recommendations and statistical analyses; and
 - .11 technically support the work of data research assistant(s);
3. assist in the development and implementation of, and follow up to, technical co-operation activities relating to port State control and other areas, where appropriate, including the organization of IMO-sponsored seminars and workshops; and
 4. perform other duties as required.

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FUNCTIONAL REVIEW PROJECT

ADMINISTRATIVE DIVISION

Position number: JPO 18-06

Admin number: ADMIN/18/93

Specific professional experience:

- Experience with change management and/or management consulting a distinct advantage;
- Demonstrated interest in and ability with communications and analytics critical;
- Exposure to development work an advantage;
- Advanced hands-on knowledge of the usage of information technology and complex software applications (database systems, etc.) is required;
- Experience with enterprise resource planning systems is also an asset.

Specific professional qualifications:

Advanced Degree in business administration, information technology, economics or public administration.

Main duties and responsibilities:

Under the overall supervision of the Functional Review Project Manager, the incumbent will:

1. Undertake research, data collection and analysis for the Functional Review (FR) workstreams:
 - a. Extract information from the various corporate systems, analyse, structure and prepare key data sets with pertinent observations and findings;
 - b. Prepare relevant data sets in a high-quality PowerPoint format for presentations by the FR team;
 - c. Proactively seek additional data sets that might be relevant for specific workstreams and follow up with the workstream leads to make continuous improvements to business analytics.
2. Ensure facilitation of knowledge building, maintenance and knowledge sharing, focusing on achievement of the following results:
 - a. Contribute to the updating of the FR intranet site and regular Newsletters;
 - b. Undertake research and analysis of FR results and lessons learned;
 - c. Contribute to the development of templates and standard operating procedures;
 - d. Contribute as a practitioner to the development, testing and validation of policies in the Management Practice area.
3. Support delivery of FR work focusing on achievement of the following results:
 - a. Formulate business cases and Terms of reference for identified areas of work;
 - b. Participate in FR sessions;
 - c. Support process mapping efforts;
 - d. Organize and prepare written outputs on behalf of the Project Manager and the team;
 - e. Prepare and make presentations on assigned topics;
 - f. Develop action plans to be used by workstreams in managing change;

- g. Draft end of initiative reports;
 - h. Follow-up with various workstreams on implementation status and additional needs.
4. Support coordination activities by focusing on the following tasks:
- a. Perform administrative support functions to ensure smooth operations;
 - b. Support team communications and network outreach efforts.
5. Perform any other duties as may be assigned by the Director of the Division or the designated officer.

Technical/Functional requirements	Level required
Data Analysis Ability to evaluate data and derive relevant findings.	Level 3
Change Management Knowledge of change management concepts, principles and policies and the ability to apply in strategic and/or practical situations.	Level 2
Relationships Management & Partnerships Ability to engage with other agencies / parties.	Level 2
Results-based Management Ability to manage programmes and projects with a strategy aimed at improved performance and demonstrable results.	Level 2
Knowledge Management Ability to efficiently handle and share information and knowledge.	Level 2

Level 2: Implement & Manage: Exercises skills and knowledge independently, demonstrating ability to manage self and team responsibilities, in area of work

Level 3: Execute & Learn: Performs defined tasks efficiently and deepens knowledge of area of work

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