

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, 2019 w.r.o. several re-advertised position for the IMO 2019 Junior Professional Officer Programme, received from the IMO. This is for your kind information and necessary actions please.

Regards

R. Dabhi
International Organisations Wing
High Commission of India
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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"/>
स.ब.स./एमपीएसओ	<input type="checkbox"/>

डॉ. पी.के. राऊत
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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;