



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

28 September, 2016

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 44 of 2016
E/152/48/15 V13


From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers in-charge of Ministries/Departments

Subject: Positions in the International Maritime Organisation (IMO) 2016
Junior Professional Officer Programme

Please find annexed memorandum Ref.18683/25 dated 23 September 2016 from Ministry of Foreign Affairs, Regional Integration and International Trade transmitting invitations for nominations for 2016 Junior Professional Officer Programme from the International Maritime Organisation (IMO).

2. The deadline for the submission of applications is 31 October 2016.
3. It would be appreciated if the contents of the Circular could be brought to the attention of all Serving Officers in your Ministry/Department and Parastatal Bodies falling under the purview of your Ministry.


(N.G. Tiroumalechetty) Mrs
for Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service
Secretary for Foreign Affairs
Permanent Secretary, Ministry of Labour, Industrial Relations, Employment and Training
Secretary for Home Affairs

Enc.

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GOVERNMENT OF MAURITIUS

MY REF. 18683/25
YOUR REF.

MINISTRY OF CIVIL SERVICE &
ADMINISTRATIVE REFORMS
RECEIVED ON
26 SEP 2016 23 September 2016
Signature *OOFC*
OPEN REGISTRY

From: Secretary for Foreign Affairs

To : Permanent Secretary, Ministry of Labour, Industrial Relations, Employment and Training

Subject: Positions in the IMO 2016 Junior Professional Officer Programme

Handwritten notes in red: f(159-), 159-2

Please find attached for necessary action at your end, copy of a correspondence dated 13 September 2016 from the International Maritime Organization inviting nominations for the 2016 Junior Professional Officer Programme.

2. Kindly note that the deadline for the submission of the application is 31 October 2016.

N.M. Pillay (Mrs)
for Secretary for Foreign Affairs

Copy to: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

: Senior Chief Executive, Ministry of Public Infrastructure and Land Transport

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4 ALBERT EMBANKMENT
LONDON SE1 7SR

Telephone: +44 (0)20 7735 7611 Fax: +44 (0)20 7587 3210

Circular letter No. 3673
13 September 2016

To: IMO Member States

Subject: **Positions in the IMO 2016 Junior Professional Officer programme**

1 The Secretary-General of the International Maritime Organization has the honour to announce the positions for Junior Professional Officers available for 2016.

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 towards the beginning of 2017.

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 2016). 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 **31 October 2016**. F(107b)

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 2016 JPO programme.** All applications should be sent to: recruitment@imo.org.

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ANNEX

POST NUMBER	SECTION	DIVISION
<u>JPO 16-01</u>	Subdivision for Protective Measures	Marine Environment Division
<u>JPO 16-02</u>	Office for The London Convention/Protocol and Ocean Affairs	Marine Environment Division
<u>JPO 16-03</u>	Maritime Training and Human Element Section	Maritime Safety Division
<u>JPO 16-04</u>	Document and Language Technologies	Conference Division
<u>JPO 16-05</u>	Asia and Pacific Section	Technical Cooperation Division
<u>APO 16-06</u>	Regional Emergency Marine Pollution Response Centre for the Mediterranean Sea (REMPEC)	REMPEC, Malta

JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

GENERAL INFORMATION AND REQUIREMENTS FOR ALL JPO POSITIONS

Date of issue: **13 September 2016**

Deadline for applications: **31 October 2016**

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 three years. IMO does not guarantee employment beyond this 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: recruitment@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



SUBDIVISION FOR PROTECTIVE MEASURES

MARINE ENVIRONMENT DIVISION

Position number: JPO 16-01

Admin number: ADMIN/16/53

Specific professional experience:

Professional experience in a maritime administration, international organization, university or relevant industry dealing with marine environment protection.

Specific professional qualifications:

University degree in maritime administration, naval architecture, marine engineering, marine biology, maritime law or related subjects.

Any additional skills:

Working knowledge of environment-related IMO Conventions and guidelines, in particular the Ballast Water Management (AFS) and Anti-fouling Systems (AFS) Conventions and the Biofouling Guidelines, with some experience in their application, would be an advantage.

Main duties and responsibilities:

Under the general supervision of the Senior Deputy Director, Sub-Division for Protective Measures, and under the direction of the responsible Technical Officers, the incumbent will support:

- A. the work of the Marine Environment Protection Committee (MEPC) and the Sub-Committee on Pollution Prevention and Response (PPR), including drafting and editing documents and reports of meetings, and carrying out the appropriate follow-up actions from meetings;
 - B. the secretaries of working/drafting groups on matters related to ballast water management, anti-fouling systems and biofouling of ships;
 - C. the drafting of circulars, other documents and correspondence, particularly in relation to the AFS Convention and the approval of ballast water management systems that make use of Active Substances;
 - D. the technical editing amendments to, and revision of publications of, relevant IMO instruments and prepare such documents for subsequent dissemination or publication, as appropriate;
 - E. the implementation of technical cooperation projects related to the AFS and BWM Conventions and biofouling, including organization of related IMO-sponsored seminars, workshops and other events;
 - F. the preparation and production of outreach material and presentations and attend relevant conferences, meetings and seminars, as requested and appropriate; and
 - G. the response to specific queries from Member States and international organizations concerning relevant IMO conventions, guidelines and recommendations including relevant meeting documents, as appropriate.
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In addition, the incumbent will perform any other duties as may be assigned by the Director of the Division or the designated officer.

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OFFICE FOR THE LONDON CONVENTION/PROTOCOL AND OCEAN AFFAIRS

MARINE ENVIRONMENT DIVISION

Position number: **JPO 16-02**

Admin number: **ADMIN/16/54**

Specific professional experience:

Professional experience in a multidisciplinary background, with an understanding of the different processes in the marine and coastal environments and their interaction, and of the roles and demands of science and management in the marine and coastal areas.

Specific professional qualifications:

Applied environmental sciences, with emphasis on multidisciplinary issues and coastal zone studies. Advanced University degree or higher would be preferred.

Main duties and responsibilities:

Under the direction of the Head Office for the London Convention and Protocol, Marine Environment Division, the incumbent will:

- A. Assist in the preparation of meetings; mainly related to the London Convention and Protocol but if the need arises also for other meetings of the Organization.
- B. Assist in drafting and preparing documents, reports, and communications, as may be required in connection with the work of the Office for the London Convention and Protocol.
- C. Assist in the promotion of the implementation of the requirements of the London Convention and Protocol through publications (guidelines and manuals) and the website.
- D. Assist in preparation and production of outreach material, attending relevant conferences, meetings and seminars, as requested and appropriate.
- E. Assist in the implementation of the LC/LP Technical Cooperation and Assistance Programme of the London Convention and Protocol, including;
 - i) organization of missions and consultancies; and
 - ii) organization of meetings, workshops, seminars, training courses.
- F. Support activities of the Group of Experts on the Scientific Aspects of Marine Environmental Protection (GESAMP) to achieve its objectives, as appropriate.
- G. Perform any other duties which may be assigned by the Director of the Division or the responsible officer.

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MARITIME TRAINING AND HUMAN ELEMENT SECTION**MARITIME SAFETY DIVISION**

Position number: JPO 16-03
Admin number: ADMIN/16/55

Specific professional experience:
Relevant experience in the field.

Specific professional qualifications:
Nautical, Engineering and/or maritime studies.

Main duties and responsibilities:

Under the supervision of the Head, Maritime Training and Human Element, the incumbent will:

- A. Provide support to the Secretary of the Sub-Committee on Standards for Training and Watchkeeping and subsidiary working groups, the Joint IMO/International Labour Organization (ILO) Committee on Training, and joint groups involving the Food and Agriculture Organization (FAO)/World Health Organization (WHO) and FAO/ILO/IMO.
 - B. Assist in secretariat duties relating to the meetings of the Maritime Safety Committee and the Marine Environment Protection Committee, as may be requested.
 - C. Assist in work associated with all matters related to the implementation of the Manila Amendments to the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) Convention and Code.
 - D. Assist in work associated with all matters related to the implementation of the International Safety Management (ISM) Code.
 - E. Assist in other duties within the Section, including external relations with industry representatives;
 - F. Assist in preparation of IMO publications and other documents on maritime training and human element matters and amendments thereto.
 - G. Assist in responding to queries on IMO Conventions, codes and recommendations and documentation from Member States and the industries concerned.
 - H. Represent the Organization at meetings of other organizations dealing with training and human element matters and at outside conferences, seminars, meetings and similar events, prepare and present lectures and technical papers as required and assist in co-ordinating the organization of IMO-sponsored seminars and workshops.
 - I. Assist in drafting reports, publications, circulars and other documents and correspondence as assigned.
 - J. Provide backstopping for the technical cooperation activities of the Organization in maritime training and personnel matters.
 - K. Prepare project reports for developing countries to enable them to build capacity to:
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- a. implement provisions of international conventions;
 - b. enhance the quality and training of seafarers; and
 - c. increase training of seafarers with view to providing employment to young persons who have just completed school education; and
- L. Assist in the production, including development, review and revision, of model training courses.

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**OUTREACH AND DOCUMENT DISTRIBUTION OFFICER,
DOCUMENTATION AND LANGUAGE TECHNOLOGIES SECTION
CONFERENCE DIVISION**

Position number: JPO 16-04

Admin number: ADMIN/16/56

Specific professional experience:

At least three years' progressively responsible experience in document management and/or content management, technical support for document services, computational linguistics, publishing or a related field.

Specific professional qualifications:

University degree in statistics, computational linguistics, data management, data visualization, mathematics, information management, information systems, business administration, project management or a related field.

Main duties and responsibilities:

Under the direct supervision of Head, Documentation and Language Technologies Section and overall supervision of Director, Conference Division the incumbent will:

- 1 Support initiatives designed to facilitate document submissions by Member States to IMO.
- 2 Survey Member States perceptions of IMO document distribution through IMODOCS and their emerging needs.
- 3 On the basis of this feedback, identify barriers to participation of Member States in the work of IMO meetings, in particular challenges perceived in the reception and channelling of digital documentation, including in developing countries.
- 4 Identify barriers to industry reception of IMO meeting documentation and devise possible mechanisms to improve the outreach of IMO documents.
- 5 Contribute to process modernization projects, in particular those geared towards implementation of new electronic document distribution capabilities.
- 6 Support IMO projects designed to implement content management system, in cooperation with other UN agencies.
- 7 Assist the Head in data analysis and preparation of reports for the Director, CD, in particular in devising innovative ways to reach out to Member States.
- 8 Support the implementation of any new software designed to enhance distribution of IMO documents, in particular low-cost solutions for Member States and for decentralized government structures.
- 9 Design training materials to familiarize Member States with the process of document submission and distribution, design and implement other initiatives to lower barriers to participation.

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- 10 Prepare and upload certified copies of IMO instruments with support from the Head, DLTS, including any new mechanisms for content management as may be implemented.
 - 11 Undertake such other duties connected to the work of the Documentation and Language Technologies Section as may be assigned.

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ASIA AND PACIFIC SECTION
TECHNICAL COOPERATION DIVISION

Position number: JPO 16-05

Admin number: ADMIN/16/57

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 the work of the Section, in connection with IMO's Integrated Technical Cooperation Programme (ITCP). This will include, inter alia:

- A to assist in the organization, execution and implementation of ITCP activities in the region.
- B to assist in identifying potential funding sources at bilateral and multilateral levels.
- C to prepare donor proposals and reports for technical cooperation activities.
- D to 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.
- E to assist in the preparation of field missions and associated work and involve where applicable; and
- F to 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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REGIONAL EMERGENCY MARINE POLLUCION RESPONSE CENTRE
FOR THE MEDITERRANEAN SEA (REMPEC)

MALTA

Position number: APO 16-06
Admin number: ADMIN/16/58

Specific professional experience:

Experience in a governmental sphere preferably in a maritime administration, international organization, university or relevant industry in the field of marine environment protection.

Specific professional qualifications:

Minimum university degree in law or equivalent preferably in maritime law with relevant knowledge in public international law.

Additional skills:

Knowledge of IMO international maritime conventions related to the protection of the marine environment, competency in the use of relevant IT applications, and excellent command of written and spoken English and/or French (REMPEC official languages). Knowledge of Arabic will be considered an advantage.

Main duties and responsibilities:

Under the general supervision of the Head of REMPEC, and under the direction of the programme officer, the incumbent will:

- 1 Assist the Head of REMPEC on policy issues regarding regional activities in the field of marine environment protection and provide expert legal advice.
- 2 Participate in the planning and organization of meetings at regional and sub-regional levels, and carry out related Secretariat duties.
- 3 Represent REMPEC at meetings of national, intergovernmental and non-governmental international organizations and at conferences, seminars, meetings and similar events organized by such external organizations, and deliver lectures, presentations and technical papers as required.
- 4 Assist in the establishment, development and maintenance of external relations with the representatives of the competent national authorities of the Contracting Parties to the Barcelona Convention, maritime administrations, non-governmental organizations, oil, gas, chemical and shipping industries, ports, professional organizations and other partners relevant to the Centre's activities in the field of the protection of the marine environment.
- 5 Assist in the preparation, organization and implementation of technical cooperation activities and projects related to the protection of the marine environment.
- 6 Gather information on ship-generated pollution and on maritime transport.
- 7 Assist in the maintenance, operation and updating the Centre's databases, including, in particular, a database concerning pollution from ships in the Mediterranean.

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- 8 Contribute to the maintenance and updating of the Centre's website and other computer software for information dissemination.
 - 9 Draft documents, reports, studies, communications and such other documents as may be required in connection with the work of REMPEC, including those forming part of, or which are relevant to, the Regional Information System (RIS).
 - 10 Respond to queries and requests for information by the Governments of the Contracting Parties to the Barcelona Convention, organizations, the concerned industries and other REMPEC partners, on the protection of the marine environment and in particular on the Protocol to the Barcelona Convention Concerning Cooperation in Preventing Pollution from Ships and, in Cases of Emergency, Combating Pollution of the Mediterranean Sea, 2002 (Prevention and Emergency Protocol), IMO conventions, codes and recommendations.
 - 11 Participate in the planning and organisation of training courses, seminars, workshops and conferences on the protection of the marine environment and in particular on prevention of, preparedness for and response to marine pollution from ships.
 - 12 Lecture and deliver presentations in training courses, seminars and workshops organised by REMPEC, IMO and/or UNEP and prepare relevant technical papers and teaching aids.
 - 13 Provide technical assistance and expert advice to the competent national authorities of the Contracting Parties to the Barcelona Convention regarding the development of their legal framework to address illicit discharges from ships.
 - 14 Provide technical assistance and expert advice to the competent national authorities of the Contracting Parties to the Barcelona Convention in case of emergency, and participate in the activities of the Mediterranean Assistance Unit (MAU).
 - 15 Maintains in good standing, reviews and, if necessary, update the MAU's Memorandums of Understanding.
 - 16 Undertake such other duties (including administrative duties) connected with the work of REMPEC as may be assigned.

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