



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

04 June 2018

Ministry of Civil Service and Administrative Reforms
Circular Letter No 38 of 2018
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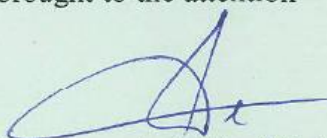
From: Secretary for Public Service
To: Supervising Officers in Charge of Ministries/Departments

Position in the International Maritime Organization (IMO) 2018 Junior Professional Officer Programme

Please refer to this Ministry's Circular Letter No 19 of 2018.

Enclosed is a Circular Letter No 3831 from the IMO, transmitting nominations as Junior Professional Officer, JPO 18-02 for the 2018 Junior Professional Officer Programme.

2. Applications should be made through the Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping; which is the focal point for IMO in the Republic of Mauritius. All applications should be accompanied by an IMO Personal History Form, available at : <http://www.imo.org/en/About/Careers/vacancies/Pages/Default.aspx> on the right hand section of the webpage, under **Related Documents**.
3. Please note that all applications should be made at the earliest possible so as to enable the said Ministry to shortlist candidates and consider sponsorship issues, prior to the date limit of **14 June 2018** set for the submission to the IMO Secretariat.
4. It would be appreciated if the contents of this Circular could be brought to the attention of all officers serving in your Ministries/Departments.


N. G. Tiroumalechetty (Mrs)
for Secretary for public Service

Copy to:

- (i) Secretary to Cabinet and Head of the Civil Service
- (ii) Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping
(Attn: Mr L.A.E Donat, Director of Shipping)

Enc.





4 ALBERT EMBANKMENT
LONDON SE1 7SR
Telephone: +44 (0)20 7735 7611 Fax: +44 (0)20 7587 3210

Circular letter No. 3831
23 March 2018

To: IMO Member States

Subject: **Position in the IMO 2018 Junior Professional Officer programme**

1 The Secretary-General of the International Maritime Organization has the honour to announce a Junior Professional Officer position.

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 the position). 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 **15 May 2018**.

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.



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 JPO 18-02 in the subject line. All applications should be sent to: recruitment@imo.org.



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ANNEX

POST NUMBER	SECTION	DIVISION
JPO 18-02	Air Pollution and Energy Efficiency	Marine Environment Division



JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

GENERAL INFORMATION AND REQUIREMENTS FOR ALL JPO POSITIONS

Date of issue: **23 March 2018**

Deadline for applications: **15 May 2018**

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.



MARINE ENVIRONMENT DIVISION

Position number: **JPO 18-02**

Admin number: **ADMIN/18/30**

Specific professional experience:

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

Specific professional qualifications:

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

Any additional skills:

Working knowledge of environment-related IMO conventions and guidelines, in particular MARPOL Annex VI 'Regulations for the prevention of air pollution from ships and Regulations on energy efficiency for ships' and associated Guidelines, with some experience in their application, would be an advantage.

Main duties and responsibilities:

Under the general supervision of the Director of the Marine Environment Division (MED) and the immediate supervision of the Head, Air Pollution and Energy Efficiency (APEE), the Junior Professional Officer (JPO), will assist in carrying out responsibilities assigned to the APEE group.

In particular, the incumbent will:

1. Assist in the work of the Marine Environment Protection Committee (MEPC) and the Pollution, Prevention and Response (PPR) Sub-Committee, as well as relevant working, drafting and expert groups, including preparation of documents, briefs and reports for items such as "Air Pollution", "Energy Efficiency" and "Greenhouse Gases" (GHG), related air pollution matters, all GHG related issues including Black Carbon emissions from ships, and any other items, as may be required;
2. Assist in matters related to MARPOL Annex VI, the NOx Technical Code, related guidelines and other relevant guidance documents as well as IMO's policies and practices related to control of GHG emissions from ships, including development and management of related projects, response to queries, drafting of memos, briefs and articles as well as preparation of circulars;
3. Assist in the development and management of relevant GHG related data base modules in GISIS, and in co-ordination with the IT Section and experts from Member States and observer organizations, manage data submitted to IMO;
4. Assist in matters related to the UNFCCC and other UN activities in the context of climate change activities including drafting of submissions and reports, and to maintain records and calendars and attending meetings, as required.
5. Assist in MED's contribution to the Organization's Integrated Technical Cooperation Programme including the organization of meetings, workshops, seminars and training courses.



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6. Assist in preparation and production of outreach material, attend relevant conferences, meetings and seminars, as requested and appropriate.
 7. Assist in any other tasks on the prevention of air pollution and control of GHG emissions from ships or related issues, as instructed by the responsible officer.

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