



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

20 March 2018

**Ministry of Civil Service and Administrative Reforms**  
**Circular Letter No 19 of 2018**  
**E/152/48/15 V15 T3**

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 find **annexed** memorandum Ref. 18683/25 from the Ministry of Foreign Affairs, Regional Integration and International Trade, transmitting invitations for nominations for the 2018 Junior Professional Officer Programme from the International Maritime Organization

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 **31 March 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.**

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**GOVERNMENT OF MAURITIUS**

MY REF. 18683/25
YOUR REF.

MINISTRY OF CIVIL SERVICE &  
ADMINISTRATIVE REFORMS  
RECEIVED ON  
01 MAR 2018  
Signature.....  
OPEN REGISTRY

27 February 2018

**From: Secretary for Foreign Affairs**

**To: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms ✓**

**Position in the IMO 2018 Junior Professional Officer Programme**

(12)

Please find attached, for necessary action at your end, copy of a correspondence dated 8 February 2018 from the International Maritime Organization Secretariat inviting nominations for the 2018 Junior Professional Officer Programme.

- Kindly note that the deadline to submit applications, by email, by the Sponsoring Member State to [recruitment@imo.org](mailto:recruitment@imo.org) is **31 March 2018**.
- Further information can be accessed on the IMO website [www.imo.org](http://www.imo.org).

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

**Copy to:**

- Permanent Secretary, Ministry of Labour, IR, Employment & Training (with encls)
- Permanent Secretary, Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping (with encls)

MINISTRY OF CIVIL SERVICE &  
ADMINISTRATIVE REFORMS  
RECEIVED ON  
01 MAR 2018  
Signature.....  
CONFIDENTIAL REGISTRY



4 ALBERT EMBANKMENT  
LONDON SE1 7SR

Telephone: +44 (0)20 7735 7611

Fax: +44 (0)20 7587 3210

Circular letter No.3812  
8 February 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 position for Junior Professional Officers available for 2018.

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 2018). 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](http://www.imo.org)). Applications should reach the Organization as soon as possible and, in any case, no later than **31 March 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.



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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.

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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 2018 JPO programme. All applications should be sent to: [recruitment@imo.org](mailto:recruitment@imo.org).

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## JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

### GENERAL INFORMATION AND REQUIREMENTS FOR ALL JPO POSITIONS

Date of issue: 8 February 2018

Deadline for applications: 31 March 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](http://www.imo.org)). Applications should be sent to the following e-mail address: [recruitment@imo.org](mailto: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*



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## DEPARTMENT FOR MEMBER STATE AUDIT AND IMPLEMENTATION SUPPORT

Position number: JPO 18-01  
Admin number: ADMIN/18/14

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**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.

[Back to the list of positions](#)