



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

18 January 2019

Ministry of Civil Service and Administrative Reforms
Circular Letter No 3 of 2019
E/152/48/15 V16

From: Secretary for Public Service
To: Supervising Officers in Charge of Ministries/Departments

IMO Junior Professional Officer Programme

The Secretary-General of the International Maritime Organization (IMO) is inviting applications, from appropriately qualified candidates, for the following posts:-

	Post	Deadline for submission of application
(i)	JPO 18-05 Implementation Support – Department for Member State Audit and Implementation Support	31 January 2019
(ii)	JPO 18-06 Functional Review Project – Administrative Division	31 January 2019

- All applications should be sent by email by the sponsoring Member State quoting JPO 18-05 or JPO 18-06 in the subject line, as applicable. All applications should be sent to jpo@imo.org. Copy of the Circular letter (No. 3908) and details regarding the terms and conditions of service including the application guidelines applicable are enclosed.
- Please note that all positions are subject to funding by the Member State. As such, the appointment is limited to the period of funding. Member States willing to participate in the programme are encouraged to submit a nomination containing a maximum of three applicants per JPO position as well as confirming the commitment to cover all related JPO costs.
- 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 experiences to the post and must be accompanied by an up to date Personal History Form (available under “Carers at IMO” on website: www.imo.org). *IMO will make every effort to facilitate the employment of persons with disabilities.*
- Your attention is also invited to the fact that the onus to reverify the authenticity/genuineness of the report of vacancy prior to the submission of personal data rests with the applicant.
- 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. Tiroumalachetty (Mrs)
for Secretary for Public Service



379E

4 ALBERT EMBANKMENT
LONDON SE1 7SR

Telephone: +44 (0)20 7735 7611

Fax: +44 (0)20 7587 3210

Circular letter No. 3908
29 November 2018

To: IMO Member States

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

- 1 The Secretary-General of the International Maritime Organization has the honour to announce Junior Professional Officer positions.
- 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 nomination containing a maximum of three applicants per JPO position (see Annex for details of the position) as well as confirming the commitment to cover all related JPO costs. Only applications submitted through the respective Member State will be considered. Direct applications from interested candidates will not be accepted. 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 January 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.
- 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 18-05 or JPO 18-06 in the subject line, as applicable. All applications should be sent to: jpo@imo.org.



JUNIOR PROFESSIONAL OFFICER (JPO) PROGRAMME

GENERAL INFORMATION AND REQUIREMENTS FOR ALL JPO POSITIONS

Date of issue: **29 November 2018**

Deadline for applications: **31 January 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 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, spreadsheets, 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



ANNEX

POST NUMBER	SECTION	DIVISION
<u>JPO 13-05</u>	Implementation Support	Department for Member State Audit and Implementation Support
JPO 13-06	Functional Review Project	Administrative Division

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. MAIF, 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;

-
- .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.

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