

**SENIOR MARITIME POLICY ADVISER (P.5)
EXECUTIVE OFFICE OF THE SECRETARY GENERAL**

Circular number: 3843

<p>Vacancy announcement: V.N. 18-13 Admin number: ADMIN/18/46 Post number: 50002838</p>	<p>Date of Issue: 2 May 2018 Deadline for applications: 30 May 2018 Salary information: US\$ 85,563 net per annum, plus post adjustment (currently US\$ 63,060). Staff with primary dependents (subject to eligibility) will receive an additional allowance of 6% of the net salary plus post adjustment. Salary is free of income tax in the United Kingdom. For further information on benefits and entitlements please click here.</p>
<p>Purpose of the post Under the direct supervision and guidance of the Chief of Staff and overall supervision of the Secretary-General, the incumbent will direct and supervise the activities of the Executive Office of the Secretary General. The incumbent will be responsible for technical and maritime policy advice, strategic planning and monitoring and risk management analysis.</p> <p>For a detailed job description, please refer to page 2.</p>	<p>Required competencies</p> <ol style="list-style-type: none"> Ability to provide direct technical, scientific and administrative advice on maritime issues and IMO instruments, keeping abreast of latest developments in the maritime sector and Sustainable Development Goals in the wider UN system. Proven organizational, oral and written communication skills, with the ability to provide guidance and explain positions to a variety of audience. Ability to engage with Member States, UN organizations and other stakeholders and to negotiate and influence effectively to build consensus, collaboration, effective communication and maintain effective working relations with internal and external stakeholders. Strong leadership and decision-making skills and ability to manage and develop staff and teams, based on the ethics and integrity policy of the Organization. Excellent ability to draft and edit technical and policy texts and present complex issues in a clear and accurate manner. Experience in planning and organizing work effectively, adjusting priorities as required and ability to work on a variety of issues at once. Ability to develop and implement sustainable business strategies, think long term in order to positively shape the policies of the Organization.
<p>Professional Experience Minimum of ten years of progressively responsible professional experience, including 5 years in a senior management position, in the United Nations, International Organizations, Government or Maritime Management. Proven track record of excellent management and people management skills.</p> <p>Education Advanced university degree (master's equivalent), preferably in nautical sciences, marine engineering, naval architecture, public/business administration, political science or equivalent technical subjects.</p> <p>Language skills Advanced level of proficiency in English, both written and oral. Proficiency in another official language(s) of the UN will be desirable.</p> <p>Other skills Ability to clearly and articulately present concepts and strategies on a broad range of maritime issues. Experience in maritime policy development and implementation is essential. Experience in management of large and diverse teams and international activities is highly desirable. Proficiency in MS Office and ERP systems, ideally SAP.</p>	
<p>How to apply Applications must include an up to date Personal History Form (also available from our website www.imo.org) and should be accompanied by a cover letter stating the reasons for applying and experience relevant to the post. Applications must be sent to the following email address: recruitment@imo.org. Only applications submitted via email will be accepted.</p> <p align="center">Please state Vacancy Number 18-13 as well as the title of the post in the subject line.</p> <p align="center">Please do not send applications via multiple routes.</p> <p align="center">Your application will be acknowledged only in the case that you are short-listed for an interview.</p>	

*This vacancy is open to male and female candidates. IMO seeks to increase the number of women at all levels and, therefore, qualified women are particularly encouraged to apply.
IMO will make every effort to facilitate the employment of persons with disabilities.*

MAIN DUTIES AND RESPONSIBILITIES

Under the direct supervision and guidance of the Chief of Staff and overall supervision of the Secretary-General, the incumbent will:

1. Oversee and manage the activities and work output of the staff of the Executive Office of the Secretary-General.
 2. Act as focal point to facilitate the Organization's action and response by appropriate Divisions in the event of a major maritime incident, and represent the Organization, as required.
 3. Coordinate and consult with internal and external stakeholders on recognising new trends, developments and challenges affecting the Organization in pursuit of its mission and identify proactive measures to be adopted by the Organization to enhance its impact, influence and effectiveness.
 4. Act as Secretary to Council Working Groups and participate in task forces and meetings, as needed.
 5. Assists in the implementation and reporting of the Strategic Plan and other associated plans of the Organization, monitors its application and propose improvements.
 6. Provide or oversee the provision of information to Member States, the UN and its specialized agencies, international organizations, industry, research establishments etc.; and to other divisions of the Secretariat.
 7. Facilitate dialogue and promote improved collaboration and cooperation with internal and external stakeholders by developing and maintaining strong working relationships and partnerships with representatives of entities such as Governments, UN system organizations, intergovernmental and non-governmental organizations.
 8. Engage and communicate with UN system organizations, provide an overview of policy developments and advise key staff members on their relevance to IMO's mission, vision, operations and management.
 9. Participate in the organization-wide strategic planning and risk management processes, ensuring that follow-up action is taken for the implementation of key resolutions and policy decisions of the Organization.
 10. Coordinate the development of policies on issues related to the achievements of the Organization's mission, in conjunction with the Internal Oversight Services, monitor the effectiveness of internal administrative procedures and make proposals for streamlining, as appropriate; and
 11. Perform any other related duties, as required.
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