

**EXTERNAL RELATIONS OFFICER (P.3)**  
**EXTERNAL RELATIONS OFFICE**  
**LEGAL AFFAIRS AND EXTERNAL RELATIONS DIVISION**

Circular Number: 3873

<p><b>Vacancy announcement:</b> V.N.18-17 <b>Admin number:</b> ADMIN/18/60 <b>Post number:</b> 5-2936</p> <p><b>Contract Information:</b> Fixed-term for two years (first year is probationary) with the possibility of further extension subject to satisfactory performance.</p>	<p><b>Date of issue:</b> 24 August 2018 <b>Deadline for applications:</b> 21 September 2018</p> <p><b>Salary:</b> US\$ 59,151 net per annum, plus post adjustment (currently US\$ 34,840). 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 <a href="#">click here</a>.</p>
<p><b>Purpose of the post</b></p> <p>Under the overall supervision of the Director of the Division and the immediate supervision of the Head of External Relations Office, the incumbent will carry out a variety of duties related to the work of the Office and provide support with a number of activities.</p> <p>For a detailed job description, please refer to page 2.</p>	<p><b>Required competencies</b></p> <ul style="list-style-type: none"> <li>a) Conceptual, analytical and evaluative skills to conduct independent research and analysis.</li> <li>b) Ability to identify issues, formulate opinions, make conclusions and recommendations.</li> <li>c) Speak and write clearly and effectively and tailor language, tone, style and format to match the audience</li> <li>d) Good interpersonal skills, tact and discretion.</li> <li>e) Ability to work independently under general guidance, and to exercise initiative and judgement.</li> <li>f) Ability to work as part of a team, including in an international cross-cultural context.</li> <li>g) Ability to work under pressure and capacity to handle a high volume of work while maintaining accuracy of output.</li> </ul>
<p><b>Professional experience</b> At least five years' progressive and relevant professional experience in protocol and external relations.</p> <p><b>Education</b> University degree in Political or Social Sciences, Public Administration or other relevant disciplines. Additional studies in protocol and/or event management would be an advantage</p> <p><b>Language skills</b> Proficiency in English (oral and written) is essential. Knowledge of other UN languages would be desirable.</p> <p><b>Other skills</b> Knowledge of accepted norms, rules and customs of international diplomatic protocol, including practices developed within the United Nations System and familiarity with the United Nations Order of Precedence, is highly desirable.</p>	
<p><b>How to apply</b> Applications must include an up to date <a href="#">Personal History Form</a> (also available from our website <a href="http://www.imo.org">www.imo.org</a>) and should be accompanied by a cover letter stating the reasons for applying and experience relevant to the post. Applications should be sent to the following email address: <a href="mailto:recruitment@imo.org">recruitment@imo.org</a>. Only applications submitted via email will be accepted.</p> <p style="text-align: center;">Please state <b>Vacancy Number 18-17</b> as well as the title of the post in the subject line.</p> <p style="text-align: center;">Please do <b>not</b> send applications via multiple routes.</p> <p style="text-align: center;">Your application will be acknowledged <b>only</b> in the case that you are short-listed for an interview.</p> <p style="text-align: center;">Shortlisted candidates may be tested in relevant areas.</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

- 1 Coordinate and administer the IMO Internship and Externship programmes; evaluate all requests, decide whether the relevant criteria are met and respond accordingly; maintain records of all applications, as well as of those individuals succeeding in their request for an attachment to the Organization. Mentor and guide interns to ensure a rich academic experience. Oversee supervision of Externs assigned within divisions. Develop new approaches and suggest policy improvements to promote these programmes among students from around the world.
- 2 Supervise the work associated with group visits to the Organization. Analyse the existing services offered and develop a new enhanced visitors' programme to meet the current trends and attract a wide audience to IMO's premises
- 3 Coordinate with the relevant divisions requests from individuals seeking to observe official meetings of the Organization. Provide guidance to Secretaries of the Committees on the suitability of applicants in line with the existing policy and suggest policy updates, as required.
- 4 Examine the credentials collated for the participation of countries at meetings and conferences of the Organization, draft the credentials report and prepare the voting list; advise countries on credentials requirements. Serve as Secretary to the Credentials Committee and its Chair at the Assembly and any IMO conferences.
- 5 Supervise the work associated with obtaining entry visas for delegates in line with the Headquarters Agreement of the Organization.
- 6 Supervise assistance provided related to visits of the United Nations Secretary-General and the Deputy Secretary-General to the United Kingdom, including any in-transit visits.
- 7 Supervise the dissemination of external invitations within the Secretariat. Oversee the maintenance of the invitations database.
- 8 Meet and escort high-level officials and dignitaries visiting the Secretary-General and oversee the preparation of the Secretary-General's briefing notes for these visits.
- 9 Plan, organize and coordinate official functions and events hosted by the Organization, as required, and collaborate with other team members in the execution of events.

- 
- 10 Coordinate the arrangements for the election of officers for conferences, the Council and Assembly, as assigned, and liaise with representatives of Member States accordingly.
  - 11 Serve as Chief Protocol Officer. Provide protocol and liaison services to internal and external stakeholders. Offer guidance and advice to other colleagues on matters of protocol, order of precedence etc. Keep abreast of international affairs and policy evolution and provide input and advice to the Head and other team members to ensure correctness and consistency of protocol practice.
  - 12 Prepare assigned documents and briefs for the Council and Assembly; coordinate the preparation of the Report of the Council to the Assembly, including the compilation and editing of the contributions received from all Divisions.
  - 13 Prepare letters, memoranda, reports and other documents in connection with the responsibilities assigned to the post.
  - 14 Perform other assignments, as may be requested.

-----