

TECHNICAL OFFICER (P.3)
SUBDIVISION FOR MARINE TECHNOLOGY AND CARGOES,
MARITIME SAFETY DIVISION

Circular number: 3955

<p>Vacancy announcement: V.N. 19-06 Admin number: ADMIN/19/33 Post number: 50002868 Contract Information: Fixed-term for two years (first year is probationary) with the possibility of further extension subject to satisfactory performance.</p>	<p>Date of issue: 12 April 2019 Deadline for applications: 10 May 2019 Salary Information: US\$ 60,233 net per annum, plus post adjustment (currently US\$ 38,670). 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 overall supervision of the Head, Cargoes and Technical Cooperation coordination, Subdivision for Marine Technology and Cargoes, Maritime Safety Division, the incumbent will act as Secretary of the Editorial and Technical Group (E&T) for the IMDG and IMSBC Codes and provide technical expertise for a number of activities, in particular matters related to packaged dangerous goods and solid bulk cargoes. For a detailed job description, please refer to page 2.</p>	<p>Required competencies</p> <ul style="list-style-type: none">a) Excellent ability to draft and edit technical texts and present complex issues orally in a clear manner.b) Thoroughness and good attention to detail in all responsibilities, ensuring accuracy in delivery and implementation.c) Proven organizational skills in coordinating activities and resources.d) Good analytical skills, with ability to work effectively under pressure with a positive and solutions-oriented approach.e) Good interpersonal skills and ability to build and maintain effective working relationships with internal and external stakeholders, at all levels including in an international, cross-cultural context.
<p>Professional experience At least five years of relevant experience in the area of maritime transport of cargoes, in particular dangerous goods and solid bulk cargoes (expertise knowledge of the IMDG and IMSBC Codes is preferable).</p>	
<p>Education University degree in Nautical Science, Marine Science, Marine Engineering, Chemistry or a related discipline in which the transport of cargoes by sea is involved.</p>	
<p>Language skills Complete proficiency in English (oral and written). Knowledge of one or more of the other official languages of the Organization would be a distinct advantage.</p>	
<p>Other skills Proficiency in MS Office Applications. Thorough knowledge of relevant international conventions and other instruments. Experience of participation in the Organization's technical meetings is preferable. On board or shore-side experience in cargo operations of container vessels or bulk carriers and/or in cargo ship survey and inspection would be an advantage. Experience in implementation and project management in maritime safety capacity building initiatives in developing countries would also be an advantage. Ability to draft reports and edit technical texts for publications is essential.</p>	
<p>How to apply Applications must be accompanied by 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 (also available from our website www.imo.org) and should be sent to the following email address: recruitment@imo.org</p>	<p>Only applications submitted via email will be accepted. Please state Vacancy Number V.N. 19-06 as well as the title of the post in the subject line Please do not send applications via multiple routes. Your application will be acknowledged only in the case that you are shortlisted for an interview</p>

This vacancy is open to all qualified 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 Act as Secretary of the Editorial and Technical Group (E&T) for the IMDG and IMSBC Codes, including preparation and organization of meetings of the group; drafting and editing of documents and reports of the meetings; and carrying out the appropriate follow-up actions emanating from such meetings.
- 2 Carry out the work under the purview of the Head, Cargoes and TCC, in particular on matters relating to the IMDG and IMSBC Codes and related SOLAS regulations and any other matters, as assigned.
- 3 Assist in carrying out Secretariat duties relating to meetings of the Maritime Safety Committee and its subsidiary bodies, including in particular the CCC sub-committees and working and drafting groups, as directed.
- 4 Technically edit amendments to, and revised editions of, relevant IMO instruments and prepare manuscripts for their subsequent dissemination or publication, as appropriate.
- 5 Undertake other duties within the Maritime Safety Division, in particular those related to the IMDG and IMSBC code, assistance to Members Government representatives and liaison with selected governmental and non-governmental organizations in consultative status with IMO.
- 6 Draft or assist in drafting circulars and other documents and correspondence, as necessary.
- 7 Provide backstopping for relevant technical co-operation projects on technical matters under the purview of the CCC Sub-Committee, including assistance in the organization of related IMO-sponsored seminars and workshops.
- 8 Represent the Organization at meetings of UNECE and other organizations and at outside conferences, seminars, workshops and similar events, including preparation and delivery of lectures and technical papers, as directed.
- 9 Respond to specific queries from Member States and international organizations concerning the IMDG and IMSBC Codes and related recommendations and other documentation.
- 10 Perform other related tasks, as required.