

DIRECTOR (D.2) TECHNICAL COOPERATION DIVISION

Circular Number: 4024

<p>Vacancy announcement: V.N. 19-10 Admin number: ADMIN/19/58 Post number: 5-3149 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: 03 September 2019 Deadline for applications: 01 October 2019 Salary information: US\$ 110,169 net per annum, plus post adjustment (currently US\$ 56,627). 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 Secretary-General, the incumbent will provide strategic leadership and effective planning, execution and monitoring of the Organization's technical cooperation work. The incumbent will ensure that the human and budgetary resources of the Division are managed in an efficient and effective manner.</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 formulate and implement strategic vision and make decisions with a focus on impact on the Organization. Strong leadership skills and experience in managing a diverse team of staff and budgetary resources. Takes ownership and accountability with a focus on outcome and thorough implementation of tasks. Ability to negotiate and influence effectively to build consensus and achieve objectives. Excellent spoken, written and presentation skills, and ability to provide guidance and explain complex issues and positions to a variety of audiences. Excellent diplomatic skills including ability to establish and maintain strategic networks and partnerships with UN agencies and other international partners in both the public and private sector.
<p>Professional experience Minimum of 15 years of progressively responsible professional experience, including 10 years within a senior management position, in management of development programmes or related areas, including human and financial resources management and policy development, preferably at the international level is required. Experience at senior levels of the United Nations, government service and/or the maritime sector is advantageous.</p> <p>Education Advanced university degree in public policy, public or business administration, maritime administration, social sciences or a related area.</p> <p>Language skills Advanced level of proficiency in English, both written and oral, is essential. Working knowledge of other official language(s) of the United Nations is highly desirable.</p> <p>Other skills Proven expertise in providing authoritative advice to chief executives and large teams. Ability to clearly and articulately present concepts and strategies on a broad range of issues. Experience in resource mobilization as well as project and programme management would be highly desirable.</p>	
<p>How to apply Applications must include a cover letter stating the reasons for applying to and relevant experience for the post and must be accompanied by an up-to-date Personal History Form (also available from our website www.imo.org). Applications should be sent to the following email address: recruitment@imo.org.</p> <p style="text-align: center;">Only applications submitted via email will be accepted.</p> <p style="text-align: center;">Please state Vacancy Number V.N 19-10 as well as the title of the post in the subject line.</p> <p style="text-align: center;">Please do not send applications via multiple routes.</p> <p style="text-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 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 Lead and guide the development and promotion of innovative strategies and policies for the Organization's technical cooperation (TC) work and advise the Secretary-General and Member Governments on strategic and policy issues and trends impacting on the Sustainable Development Goals (SDG's) and IMO's Integrated Technical Cooperation Programme (ITCP).
 - 2 Provide authoritative advice and guidance to the Secretary-General on all matter dealt with by the Division and represent the Organization at meetings and other forums.
 - 3 Lead and supervise the substantive work program of the Division determining priorities and allocating resources for the completion of the work programme and its timely delivery.
 - 4 Oversee and guide the development of approaches, mechanisms, tools and guidelines for the enhancement of IMO's TC work, taking account of the objectives and alignment of the SDG's, IMO's Strategic Plan, the priorities of developing countries, the IMO Committees and donor entities.
 - 5 Lead and coordinate the development and implementation of the ITCP and of other TC interventions, with a view to meeting the strategic objectives and priorities.
 - 6 Lead and coordinate the development and implementation of resource mobilization, partnership and other cooperation strategies with international and regional organizations, bilateral and inter- and non-governmental bodies and donors, in order to secure extra-budgetary resources for the TC mandate.
 - 7 Coordinate and facilitate TC programme and project implementation, in collaboration with all relevant Divisions of the IMO Secretariat, and promote the application of a quality management system and a results-based approach in all stages of the programme or project cycle.
 - 8 Coordinate and facilitate TC programme and project monitoring and ensure that the results of evaluation and impact assessment activities are used to improve the development, resourcing, delivery and monitoring of IMO's TC work.
 - 9 Act as Secretary to the Technical Cooperation Committee and coordinate and guide the preparation of all meeting documents, briefs and reports for that Committee and other IMO organs.
 - 10 Lead and manage the human and financial resources assigned to the Division in an effective and efficient manner, including through the provision of strategic guidance and vision in the recruitment of staff, the development and management of staff performance, the management of IMO's Technical Co-operation Fund and of extra-budgetary resources for IMO's TC work, directing and supervising the work of all IMO regional presence offices, reporting on budget/programme performance, and preparing inputs for results-based budgeting.
 - 11 Promote co-operation and coordination with all Divisions of the IMO Secretariat and all external stakeholders engaged in the Organization's TC work.
 - 12 As part of the Senior Management Team, take part in the Senior Management Committee meetings to discuss the Organization-wide agenda items and provide key contributions to meeting IMO strategic goals.
 - 13 Contribute and participate in any change management initiatives within the Organization.
 - 14 Assume responsibility from time to time for specific areas of work, as required and as assigned by the Secretary-General.
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