



23 MAY 2019

VACANCY NOTICE

HEAD OF OPERATIONAL SERVICES AND CAPACITY-BUILDING

The International Mobile Satellite Organization (IMSO) is an intergovernmental organization, established by the Convention on the International Mobile Satellite Organization. It has 105 Member States, responsible, *inter alia*, for overseeing the public interests in the provision of maritime mobile satellite services for the Global Maritime Distress and Safety System (GMDSS), and the international system for Long Range Identification and Tracking of Ships (LRIT).

The IMSO Director General is seeking to recruit a Head of Operational Services and Capacity-Building to report directly to him, with responsibility for overseeing all technical, operational and capacity-building matters.

The post will be assigned a P3/P4 grade subject to the qualifications and experience of the successful applicant and is limited to local status.

Details of the vacancy, including a post description are attached. Applications, accompanied by a completed IMSO Personal History Form, should reach IMSO as soon as possible and no later than 24 June 2019. A copy of the Personal History Form can be downloaded from our website (<http://www.imso.org/Public/Home/Vacancies>).

The Director General would be pleased to consider any **nomination from the IMSO Member States for suitable technical assignees or professionals whose costs could be borne by the nominating Member State.**

JOB TITLE: Head of Operational Services and Capacity-Building

DIVISION/DEPARTMENT: Operational Services and Capacity-Building

Contract information: Fixed term for two years (first year is probationary) with the possibility of further extension subject to satisfactory performance.

Purpose of the Job

Under the overall supervision of the Director General, the incumbent will be responsible for day to day operational management of both GMDSS and LRIT matters and capacity-building of Member States.

For detailed job description please refer to page 3.

Location

IMSO is headquartered in the United Kingdom, renting offices from the International Maritime Organization (IMO) at 4 Albert Embankment, London, SE1 7SR.

Management reserves the right to change the location of work with a minimum notice of one month.

Required competencies

- a) excellent ability to draft and edit documents and present complex issues in both written format and verbally;
- b) meticulous and exceptional attention to detail, ensuring accuracy in delivery and implementation of reports;
- c) proven organisational skills in coordinating activities and resources; and ability to manage and develop staff and teams, based on the IMSO values, ethics and integrity;
- d) good analytical skills, with ability to work effectively under pressure with a positive and solutions-driven 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, multi-cultural environment; and
- f) excellent diplomatic skills including ability to establish and maintain strategic networks and forge partnership with Member States, IGOs and NGOs.

Professional experience

A minimum of 15 years of professional work experience, including at least 5 years in a senior management position preferably at an international level, in maritime or telecommunication administration or a relevant industry dealing with satellite communications, with demonstrable insight, knowledge and understanding of the telecommunications policy and regulatory environment. Experience at senior levels of an international organization and/or the maritime sector is highly desirable.

Education

University degree or equivalent degree in satellite/radiocommunications or a related field. A marine qualification covering GMDSS and LRIT with five years of additional relevant experience may be accepted in lieu of the university degree. The Head of Operational Services and Capacity-Building must hold a GMDSS General Operators' Certificate.

Language skills

Advanced level of proficiency in English, both written and oral, is essential. Working knowledge of another official language(s) of IMSO will be an added advantage.

Other skills

Thorough knowledge of relevant international conventions and other instruments relevant to radiocommunications and safety of navigation. Experience of participation in intergovernmental organisations is preferable. Experience in policy development and implementation, project management and managing capacity-building initiatives in developing countries would be beneficial. Familiarity with the workings of international Organizations e.g. IMO, ITU, ICAO etc. and ability to provide specialized advice on a broad range of technical issues related to GMDSS and LRIT. Complete proficiency in MS Office applications.

How to apply

Applications must include a cover letter stating the reasons for applying and relevant experience for the post and must be accompanied by an up-to-date Personal History Form (available to download from IMSO's [website](#)). Applications should be sent to the following email address: recruitment@imso.org. Only applications submitted via email will be accepted. Please state "Vacancy - Head of Operational Services and Capacity-Building" in the subject line. Your application will be acknowledged only in the case that you are shortlisted for an interview.

MAIN DUTIES AND RESPONSIBILITIES:

Under the supervision of the Director General, the incumbent will cooperate closely with other Departments of the Directorate and:

- 1 be responsible for ensuring the continuity of the provision of the recognized mobile satellite communication services in the GMDSS, particularly as regards the technical and operational factors affecting availability and reliability, including:
 - .1 establish and maintain a robust oversight regime for the satellite service providers approved by IMO for providing recognized communication services in the GMDSS;
 - .2 develop policies and practices for the ongoing provision and improvement of GMDSS services; and
 - .3 attend satellite outage contingency exercise and collect and analyse data and draft reports relating to GMDSS services to meet the requirements of the Assembly and IMO and especially, prepare the draft report of IMSO to IMO as required by the Public Services Agreements, on the performance of the companies providing recognized satellite communication services in the GMDSS in respect of their obligations, to include, inter alia:
 - (a) availability figures for each service, delineated by region where appropriate;
 - (b) composition and performance of the ground and space segment;
 - (c) number of ship earth stations;
 - (d) amount of distress priority calls/alerts through each system; and
 - (e) analyses and conclusions concerning the implementation by the recognized satellite service providers of the applicable standards, services and systems in respect of GMDSS;
- 2 be responsible for all technical and operational work of the Organization, advising the Director General on all technical and operational matters and supervising the work of the technical and operational staff members;
- 3 be responsible for the development of policies and operational practices for the implementation of a robust mechanism for the performance review and audit of certain aspects of the international LRIT system, to meet the requirements of IMO, and direct the work of the LRIT Department;
- 4 manage the LRIT audits, coordinate technical and operational matters relating to LRIT, in collaboration with national, international, commercial and private entities;

- 5 liaise and consult, on an operational level, with the International Civil Aviation Organization (ICAO) in respect of the level of compliance with the ICAO Standards and Recommended Practices applicable to aeronautical communication services also provided by the recognized satellite service providers in the GMDSS and prepare relevant reports;
 - 6 participate in the work and activities of technical bodies of international and inter-governmental organizations dealing with satellite communications and, in particular, with the technical bodies of IMO, ICAO, International Telecommunication Union (ITU), World Meteorological Organization (WMO) and International Hydrographic Organization (IHO) on matters relevant, in particular, to the provision of mobile satellite communications and the GMDSS;
 - 7 plan and organise participation to meetings; prepare meeting documents, briefs, reports, circulars, resolutions, amendments to relevant IMSO instruments and other documents, as required;
 - 8 act as Secretary of the technical/operational meetings hosted by the Organization;
 - 9 participate in long term strategic and financial planning for the Organization and be a nominated cheque signatory;
 - 10 manage a capacity-building programme for IMSO Member States; and
 - 11 carry out any other relevant activities, as instructed by the Director General.
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