



05 June 2020

VACANCY NOTICE

HEAD OF ADMINISTRATIVE SERVICES

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 Administrative Services to report directly to him, with responsibility for overseeing all administrative 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 22 June 2020. A copy of the Personal History Form can be downloaded from the IMSO's website (<https://imso.org/vacancies-at-imso/>).

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 Administrative Services

DIVISION/DEPARTMENT: Administration

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 the management of overall administration and financial services.

For detailed job description please refer to page 2.

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 administrative documents and present complex issues in both written format and verbally.
- b) Meticulous and 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) Excellent spoken, written and presentation skills, and ability to manage complex issues.
- f) 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.
- g) Excellent diplomatic skills including ability to establish and maintain strategic networks and forge partnership with Member States and other organizations.

Professional experience

A minimum of 15 years of professional work experience, including at least 5 years in a senior management position, in the field of organizational and administrative policy, at an international level. Experience at the United Nations, government service and/or the maritime sector is highly desirable. Experience in team management, legal, satellite/telecommunication/radiocommunication regulatory affairs, organizational development and change management would be advantageous.

Education

Advanced university degree (Master's degree or equivalent degree) in business administration, public administration, law, economics, social science or a related field. A first-level university degree with two years of additional qualifying experience may be accepted in lieu of the advanced university degree. Relevant legal qualifications will be preferred.

Language skills

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

Other skills

Extensive practical knowledge of current management techniques and strategic planning, especially in respect of large operations at either national, regional or global level. Proven expertise in providing authoritative advice to chief executives and teams. Ability to clearly and articulately present concepts and strategies on a broad range of issues. Experience in management of diverse teams and international activities is highly desirable. Computer literacy in MS Office and financial systems, ideally Sage. Relevant legal experience will be of an advantage.

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 - <https://imso.org/vacancies-at-imso/>). 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 Administrative Services" 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 overall supervision of the Director General, the incumbent will:

- 1 Manage meetings and conferences and act as Secretary of the meetings hosted by the Organization;
- 2 Prepare the Directorate's documents, briefs reports, circulars, amendments to IMSO instruments associated with Organization's resource management and other administrative issues for the regular and extraordinary sessions (including intersessional ones, if convened) of the IMSO Assembly and Advisory Committee meetings;

- 3 Formulate and coordinate policies, strategies and the substantive work programme of the Administrative Department's Services, namely: conference and meeting matters, financial services, human resources services, management accounting services, general operations services and, in consultation with the officer responsible for IT matters, information and communication technology (ICT) services;
- 4 Plan and monitor the use of financial resources, prepare and produce the Organization's biennial results-based budget, implement financial control measures of the Organization's funds, in accordance with the IMSO Financial Regulations, Financial Rules and related documents;
- 5 Manage all human resources matters including, but not limited to, recruitment, staff development, performance management and recognition, and on the administration of the internal justice system, in accordance with the IMSO Staff Regulations and Rules;
- 6 Promote a culture of consistent compliance with rules and regulations, transparency and ethical behaviour, reporting any major discrepancies and taking corrective action;
- 7 In consultation with the officer responsible for IT matters, manage ICT developments and related needs of the Organization;
- 8 Manage all matters concerning the provision by the host Government of services to IMSO Member States and staff;
- 9 Lead and manage the human and financial resources assigned to the Administrative Department in an effective and efficient manner; ensure continuous improvement in service delivery and strategic guidance and vision in the recruitment of its staff, coordination of their work and management of their performance and professional development, with a view to achieving the outputs of the Organization's business plans and meeting Member State expectations; maximize efficiency and value for money and identify opportunities to streamline services;
- 10 Participate in and keep abreast of relevant inter-agency coordination, including that relating to the International Civil Service Commission and other entities of the United Nations and intergovernmental organizations, and represent the Organization at inter-agency and other meetings, as required;
- 11 Promote cooperation and coordination with all Departments of the IMSO Directorate and all external stakeholders engaged in the activities of the Organization's operational services; and
- 12 Perform any other duties which may be assigned by the Director General.