



**7 OCTOBER 2020**

**VACANCY NOTICE**

**TECHNICAL OFFICER**

The International Mobile Satellite Organization (IMSO) is an intergovernmental organization, established by the Convention on the International Mobile Satellite Organization. It has 104 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 Technical Officer who will work under his overall supervision and the immediate supervision of the Head of Operations and Capacity-Building or any other officer appointed by the Director General.

The post will be assigned a P2/P3 grade subject to the qualifications and experience of the successful applicant and is limited to a local emoluments 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 6 November 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: Technical Officer**

**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 and the immediate supervision of the Head of Operations and Capacity-Building, the incumbent will be carrying out the day to day technical/operational works of GMDSS, LRIT, capacity-building and any other relevant works within the scope of the Organization.

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 5 years' progressive and seasoned working experience 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 candidate 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**

Good knowledge of relevant international conventions and other instruments relevant to radiocommunications and safety of navigation. Familiarity with the workings of international Organizations e.g. IMO, ITU, ICAO etc. and 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 - <https://imso.org/vacancies-at-imso/>). Applications should be sent to the following email address: [recruitment@imso.org](mailto:recruitment@imso.org). Only applications submitted via email will be accepted. Please state "Vacancy – Technical Officer" in the subject line. Your application will be acknowledged only in the case that you are shortlisted for an interview.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Provide Secretariat support functions to the Assembly, Advisory Committee, working groups and any other meetings, as required. Work will include the preparation of briefs, notes, documents and reports; and the review and preparation of any other relevant documents.
2. Provide technical expertise and assistance to the works of the Organization related to GMDSS and LRIT including liaison with Member States, NGOs and IGOs and recognised satellite service providers as applicable.
3. Participate in contingency exercises, rehearsals and prepare report of observations.
4. Act as the focal point for the LRIT matters and conduct the LRIT audits. Work will include drafting audit reports based on the input received from the Technical Officer who performs the data analysis, and any other relevant sources.
5. Update and maintain the relevant sections of the IMSO website.
6. Represent the Organization at outside meetings, conferences, seminars, workshops and similar events, including preparation of technical papers, as directed.
7. Undertake such other duties connected to the work of the Organization as may be assigned.