



**14 OCTOBER 2021**

**VACANCY NOTICE**

**LEGAL OFFICER**

The International Mobile Satellite Organization (IMSO) is an intergovernmental organization, established by the Convention on the International Mobile Satellite Organization. It has 106 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 Legal Officer who will work under his immediate supervision 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 1 November 2021. 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 professionals whose costs could be borne by the nominating Member State.**

**JOB TITLE: Legal Officer**

**DIVISION/DEPARTMENT: External Relations**

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

**Purpose of the Job**

Under the direction of the Director General of IMSO, and the immediate supervisor designated by the Director General, the IMSO Legal Officer will be responsible for legal and administrative related functions 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 in correct, clear and concise English.
- b) Thoroughness and meticulous attention to detail, ensuring accuracy in delivery and implementation.
- c) Demonstrated analytical skills.
- d) Proven organizational skills in coordinating activities and resources.
- e) Ability to work independently under general guidance, and to exercise initiative and judgement.
- f) Demonstrated ability to multitask and to work under pressure to tight deadlines.
- g) Ability to work as part of a team in an international cross-cultural context.

**Professional experience**

Minimum of five years' professional experience, including drafting and managing legal memoranda and instruments. Experience in dealing with the implementation of international conventions into national legislation is desired. Knowledge of the United Nations common system would be an asset.

**Education**

University degree in Law.

**Language skills**

A high level of proficiency in oral and written English 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 Organization's mission. Familiarity with the workings of international Organizations e.g. IMO, ITU, ICAO etc. Complete proficiency in MS Office applications. Knowledge and experience of management and administrative services would 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](mailto:recruitment@imso.org). Only applications submitted via email will be accepted. Please state "Vacancy – Legal 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. To carry out legal studies of a general nature and serve as an executive officer and/or as an adviser on all aspects of legal and policy implications related to IMSO's works and decisions, monitor legal proceedings, and analyse legal documents to provide authoritative advice and expertise to other officers in the Directorate as required.
2. To play a lead role in the elaboration and revision of IMSO's objectives and policies, with emphasis on medium and long-term strategies on legal and policy matters and ensuring value for money.
3. To oversee and coordinate the risk management framework within the IMSO's Directorate.
4. To consider and recommend potential measures to address issues relating to the IMSO legal instruments such as Conventions, Protocols, Agreements, Contracts outlining amendments and encouraging their introduction in accordance with IMSO's policies and accepted processes.
5. To represent IMSO at international meetings, IMO, conferences, workshops and other events with emphasis on establishing and furthering relationships with a broad range of official representatives and giving lectures and making presentations.
6. To serve as a member of the Management Team including, but not limited to, addressing joint and individual issues as they pertain to the short-term and long-term and day-to-day management of IMSO, guiding, coaching and motivating staff and ensuring an effective working environment as well as planning and distributing assignments and projects, as appropriate.
7. To undertake such other duties connected to the work of the Organization as may be assigned.