



14 OCTOBER 2021

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 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 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 1 November 2021 (**extended to 30 November**). 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 (the 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 or any other officer appointed by the Director General, the incumbent will be carrying out the day to day technical/operational works of GMDSS related activities. Furthermore, the incumbent could be required to participate in LRIT, capacity-building and any other relevant works within the scope of the Organization.

For a 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 the 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;
- f) proven knowledge on mobile satellite services technology, such as orbits, regulations, frequency allocation and protection, telecommunication, communication protocols and land-based infrastructure and interconnection.
- g) knowledge on Iridium and Inmarsat constellations and technologies is advantageous.
- h) knowledge on LRIT system and proven experience or expertise on capacity building projects are advantageous and
- i) excellent diplomatic skills, including establishing and maintaining strategic networks and forge partnerships with the Member States, IGOs and NGOs.

Professional experience

A minimum of 5 years of 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

A university degree or equivalent degree in satellite/radiocommunications or related field. Five years of relevant experience in satellite/radiocommunications or in related field may be accepted in lieu of the university degree.

The candidate must have held a GMDSS General Operators' Certificate, or demonstrate by evidence that he/she has GMDSS operational knowledge acquired in its professional experience (ex. working as search and rescue officer, in coastal radio-stations, or delivering GMDSS courses).

Language skills

An advanced level of proficiency in English, both written and oral, is essential. Working knowledge of French, Spanish, and Russian, which are the other official language(s) of IMSO, will be advantageous.

Other skills

Good knowledge of international conventions and other instruments relevant to radiocommunications and the 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. 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. As required, provide Secretariat support functions to the Assembly, Advisory Committee, working groups, and any other meetings. 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 the Member States, NGOs and IGOs and recognized satellite service providers as applicable.
3. Participate in contingency exercises, rehearsals and prepare reports of observations.

4. Update and maintain the relevant sections of the IMSO website.
5. Represent the Organization at outside meetings, conferences, seminars, workshops and similar events, including preparing technical papers, as directed.
6. Undertake such other duties connected to the work of the Organization as may be assigned.
