**DIRECTOR (D.2), ADMINISTRATIVE DIVISION**

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<th>Vacancy announcement: V.N. 17-01</th>
<th>Date of issue: 13 January 2017</th>
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<td>Admin number: ADMIN/17/06</td>
<td>Deadline for applications: 24 February 2017</td>
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<td>Post number: 5-2946</td>
<td>Salary information: US$107,150 net per annum, plus post adjustment (currently US$50,030). Staff with primary dependents (subject to eligibility) will receive an allowance of 6% of the net salary plus post adjustment. Salary is free of income tax in the UK. For further information on benefits and entitlements, please click here.</td>
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**Contract information:** Fixed-term for two years (first year is probationary) with the possibility of further extensions subject to satisfactory performance.

**Purpose of the post**

Under the overall supervision of the Secretary-General, the incumbent will provide strategic leadership and effective management of IMO Administrative Division’s Services, namely financial, human resources, information and communication technology (ICT), management accounting, and Enterprise Resource Planning (ERP), and general operations (catering, facilities management, procurement, publishing and security). The incumbent will ensure these services are managed and delivered on time, efficiently and consistently to a high standard as well as ensuring the highest level of integrity and compliance with IMO rules, regulations and procedures. For a detailed job description, please refer to page 2.

**Required competencies**

- a) Ability to formulate and implement strategic vision, and make decisions with a focus on impact on the Organization.
- b) Strong leadership skills and experience in managing a diverse team of staff and budgetary resources.
- c) Proven analytical and organizational skills with the ability to focus on outcomes and thorough implementation of activities.
- d) Ability to negotiate and influence effectively to build consensus and achieve objectives.
- e) Excellent spoken, written and presentation skills, and ability to provide guidance and explain complex issues and positions to a variety of audiences.
- f) Excellent diplomatic skills including ability to establish and maintain strategic networks and partnerships with Member States, United Nations agencies and other international partners.

**Professional experience**

Minimum of 15 years of progressively responsible professional experience, including 10 years within a senior management position, in the field of organizational and administrative policy, at an international level. Experience at senior levels of the United Nations, government service and/or the maritime sector is highly desirable. Experience in team management, budget setting, 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.

**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 highly desirable.

**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 large teams. Ability to clearly and articulately present concepts and strategies on a broad range of issues. Experience in management of large and diverse teams and international activities is highly desirable. Computer literacy in MS Office and ERP system, ideally SAP.

**How to apply**

Applications must include a cover letter stating the reasons for applying to and relevant experience for the post and must be accompanied by an up-to-date Personal History Form (also available from our website www.imo.org). Applications should be sent to the following email address: recruitment@imo.org.

Only applications submitted via email will be accepted. Please state Vacancy Number V.N. 17-01 as well as the title of the post in the subject line. Please do not send applications via multiple routes.

Your application will be acknowledged only in the case that you are shortlisted for an interview.

This vacancy is open to male and female candidates. IMO seeks to increase the number of women at all levels and, therefore, qualified women are particularly encouraged to apply. IMO will make every effort to facilitate the employment of persons with disabilities.
MAIN DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Secretary-General, the incumbent will:

1. Formulate and coordinate policies, strategies and the substantive work programme of the Administrative Division’s Services, namely: financial services, human resources services, information and communication technology (ICT) services, management accounting and ERP services, and general operations services (facilities management, procurement, security, publishing and catering);

2. Advise the Secretary-General on budgets, use of financial resources and the Organization’s commercial activities and prepare and produce the Organization’s biennial results-based budget, monitor the availability and use of financial resources and implement financial control measures of the Organization’s funds, in accordance with the IMO Financial Regulations, Financial Rules and related manuals;

3. Advise the Secretary-General on 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 IMO Staff Regulations and Staff Rules;

4. Promote a culture of consistent compliance with rules and regulations, transparency and ethical behaviour, reporting any major discrepancies and taking corrective action;

5. Provide strategic advice to the Secretary-General and Directors on ICT developments and related needs of the Organization;

6. Advise the Secretary-General on all matters concerning the provision by the Host Government of Headquarters premises and related facilities and services to IMO Member States and staff;

7. As part of the Senior Management Team, take part in the Senior Management Committee meetings to discuss the Organization-wide agenda items and provide key contributions to meeting IMO strategic goals;

8. Prepare the Secretariat’s documents and briefs associated with IMO resource management and other administrative issues for the regular and extraordinary sessions (including intersessional ones, if convened) of the IMO Assembly and Council meetings;

9. Lead and manage the human and financial resources assigned to the Division 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 Division’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, the United Nations Joint Staff Pension Board, the High Level Committee on Management and other entities of the United Nations Chief Executives Board for Coordination, and represent the Organization at inter-agency and other meetings, as required;

11 Act as a focal point on all staff-management relations, and also act as Member of the Advisory Panel on Technical Cooperation Activities and the Recruitment of Experts and Consultants;

12 Promote cooperation and coordination with all Divisions of the IMO Secretariat and all external stakeholders engaged in the activities of the Organization’s operational services; and

13 Assume responsibility from time to time for specific areas of work, as required and as assigned by the Secretary-General.