

PROJECT OFFICER (P.2)
PROJECT COORDINATION UNIT, IMO-EC PROJECT ON
CAPACITY BUILDING FOR CLIMATE MITIGATION IN THE MARITIME INDUSTRY,
MARINE ENVIRONMENT DIVISION

Circular letter No: 3622

<p>Vacancy announcement: V.N. 16-02 Admin Number: ADMIN/16/09 Contract Information: This project post is fixed-term for three and a half years of which the first year is probationary. There shall be no expectation of contract change or renewal at the end of this assignment.</p>	<p>Date of Issue: 8 February 2016 Deadline for applications: 29 February 2016 Salary: US\$50,965 net per annum for staff with primary dependents and US\$47,803 at single rate plus post adjustment (currently US\$36,083 at the dependant rate and US\$33,845 at the single rate). Salary is free of income tax in the United Kingdom. For further benefits and entitlements please click here.</p>
<p>Purpose of the post</p> <p>Under the general supervision of the Head, ITCP Implementation and Major Projects and direct supervision of the Project Manager, the incumbent will provide project and contracts management support for the implementation of the IMO-EC Project on “Capacity Building for Climate Mitigation in the Maritime Industry” and will also perform a variety of technical advisory services to achieve the objectives the project.</p> <p>For a detailed background of the Project and a job description, please refer to page 2.</p>	<p>Required competencies</p> <ul style="list-style-type: none">a) Project implementation and coordination skills.b) Strong analytical, reporting & drafting abilities.c) Initiative and ability to work under minimum supervision.d) Ability to maintain good relationships and work as part of a team in an international cross-cultural context.e) Excellent communication and management skills.f) Capacity to focus on impact and results for the client and to respond constructively to feedback.
<p>Professional Experience</p> <p>Minimum four years project management experience. At least three years of experience in implementing environment-related technical assistance projects. Experience in Project budget management in international development projects. Experience in working with industry stakeholders and in facilitating private sector participation in projects. Knowledge and understanding of capacity building challenges faced by maritime and port industries and maritime administrations. Experience in organising training and capacity building activities and knowledge sharing forums. Experience in developing communication and promotional strategies and materials; Experience in implementing maritime environment projects and familiarity in the thematic area of climate change would be a strong asset.</p> <p>Education</p> <p>Advanced degree in project management, business administration or international relations.</p> <p>Language skills</p> <p>Excellent command of written and spoken English. Knowledge of other UN languages would be a distinct advantage.</p> <p>How to apply.</p> <p>Applications must be accompanied by a cover letter stating the reasons for applying and relevant experience to the post and must be accompanied by an up to date Personal History Form (also available from our website www.imo.org) and should be sent to the following email address: recruitment@imo.org. Only applications submitted via email will be accepted.</p> <p style="text-align: center;">Please state Vacancy Number V.N 16-02 as well as the title of the post in the subject line.</p> <p style="text-align: center;">Please do not send applications via multiple routes.</p> <p style="text-align: center;">Your application will be acknowledged only in the case that you are short-listed for an interview.</p>	

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

The Project Officer will act as the key contract management and technical advisor to support the implementation and coordination of the Project. They will work under the direct supervision of the Project Manager.

- Implement the necessary procurement processes and related contractual arrangements in order to set up the five Maritime Technology Cooperation Centres (MTCCs). Specifically, support the PM to complete the process of identification and selection of five MTCCs through international competitive bidding within the respective regions (Africa, Asia, Caribbean, Latin America and Pacific) and conclude contractual agreement with the MTCCs who have successfully won the MTCC hosting bids.
- Coordinate the work of consultants, partners and MTCCs, ensure the timely delivery of expected outputs, and effective synergy among the various MTCCs and contracted activities.
- Assist the PM to ensure timely delivery of results and outputs in all project activities.
- Oversee the development and maintenance of the Project's Knowledge Management System, and reporting requirements. Manage the project outreach, communication, PR and project visibility components, as per the Communication and Visibility Plan for the Project.
- In line with IMO's rules and regulations and the prevailing project implementation arrangements, provide input to the recruitment and hiring of consultants and experts as needed.
- Ensure that individual projects of MTCCs are managed through the project cycle including Monitoring and Evaluation Tools (M&E), secure additional oversight where necessary.
- Ensure timely drafting, updating and monitoring of work plans, budgets and expenditures and specifically tasks related to budget and fund management through prudent project financial planning, preparation of progress and final reports according to the donor requirements containing description of progress (technical and financial) as well as ensure compilation of inputs for all mandatory reports required within the project Monitoring and Evaluation (M&E) scheme.
- Support MTCCs in fulfilling their capacity building obligations under the IMO-MTCC agreements through participation in regional and national level capacity building activities when requested by the PM.
- Advise the MTCCs in their preparation of technical and financial proposals for pilot projects to be funded by the Project and provide the necessary contractual oversight and advice during the implementation of these projects by MTCCs.
- Oversee development of all project management and financial reports to be submitted to EC and IMO and directly contribute to such reports where necessary.
- Provide input and assist the PM in the preparation of final report on project achievements and sustainability of project results.
- Manage the technical and financial closure of the Project at the end of the Project.
- Facilitate workshops or other regional or global events organized under the Project framework with multiple stakeholder participation.
- Ensure timely coordination of project governance and advisory meetings; and
- Any other tasks to ensure proper project implementation, as adequate and requested by the supervisor.

BACKGROUND TO THE PROJECT

IMO, with the funding support from the European Commission (EC), will be implementing a major global project to promote implementation of the international regulations on energy efficiency for ships with specific focus on capacity building and creation of enabling environment for technology and knowledge transfer in developing countries. The project is expected to support the concrete implementation of a range of measures aimed at addressing energy efficiency and shipping emissions and, through this, contributing to the fight against climate change. This IMO energy-efficiency project is also part of the ECs broader climate financing portfolio aimed at helping developing countries take climate actions in specific fields or sectors such as the shipping sector. This project is also a direct response to support resolution MEPC 229(65) on “Promotion of Technical Co-operation and Transfer of Technology relating to the Improvement of Energy Efficiency of Ships” which was adopted by IMO in 2013. Among other things, this requests the Organization, through its various programmes, to provide technical assistance to Member States to enable cooperation in the transfer of energy-efficient technologies to developing countries in particular; and to further assist in sourcing funding for capacity building and support to States, in particular developing States, which have requested such assistance.

The overall aim of this 4-year, Euro 10 million project will be to help beneficiary countries limit and reduce greenhouse gas (GHG) emissions from their shipping sectors through technical assistance and capacity building. The project will seek to encourage the uptake of innovative energy-efficiency technologies among a large number of users through the widespread dissemination of technical information and know-how and through this heighten the impact of new technologies in this area. The project will target five regions - Africa, Asia, the Caribbean, Latin America and the Pacific.

The heart of the project will be the establishment of five Maritime Technology Cooperation Centres (MTCCs), one in each target region, with seed-funding support from the project. These will have a strong regional dimension, becoming centres of excellence for promoting the uptake of low-carbon technologies and operations in maritime transport. Each MTCC is expected to be hosted by an existing institution with a credible standing in the region. These host institutions will be selected through an open process of competitive bidding against a set of criteria and project deliverables.

The MTCCs in the respective regions will act as a resource and focal points for activities to:

- improve capability within maritime administrations, port authorities, other relevant government departments and related shipping stakeholders to facilitate compliance with existing international regulations as well as any potential future energy-efficiency measures;
- enable participating countries to develop national maritime energy-efficiency policies and measures, and if not already a Party to MARPOL Annex VI, assist them during the ratification process;
- promote uptake of low-carbon technologies and operations in maritime transport through pilot projects, thus creating an ‘enabling environment’ for energy-efficient practices in shipping; and

-
- implement pilot demonstration projects on data-collection and reporting systems to support ship owners, and maritime administrations and feed experience and understanding of these systems into debates and decision-making processes at IMO.

The results of capacity-building activities and pilot projects run by the MTCCs will be widely disseminated within the international maritime community. As a result, the project is expected to enhance capacity at national and regional levels in all aspects of maritime GHG emission reduction and energy efficiency and offer valuable insight of local experiences on the uptake of energy-efficient technologies and operations, data collection and relevant project planning and management.

The project will establish a Project Coordination Unit (PCU) at the IMO Headquarters, London, UK. The PCU will consist of a Project Manager (PM), a Project Officer (PO) and a Project Administrative Assistant (PAA).

The Project Officer will support the Project Manager in the delivery of the Project and specifically be responsible for overseeing all project contracts and sub-contracts as well as supervising administrative and financial management of the Project in addition to providing general technical support for implementation of this global marine environmental protection project.