

**PROJECT MANAGER (P.4)**  
**PROJECT COORDINATION UNIT, IMO-EC PROJECT ON**  
**CAPACITY BUILDING FOR CLIMATE MITIGATION IN THE MARITIME INDUSTRY,**  
**MARINE ENVIRONMENT DIVISION**

Circular letter No: 3621

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| <p><b>Vacancy announcement:</b> V.N. 16-01<br/><b>Admin Number:</b> ADMIN/16/10<br/><b>Contract Information:</b> This project post is fixed-term for three and a half years (first year is probationary). There shall be no expectation of contract change or renewal at the end of this assignment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p><b>Date of Issue:</b> 8 February 2016<br/><b>Deadline for applications:</b> 29 February 2016<br/><b>Salary:</b> US\$74,130 net per annum for staff with primary dependents and US\$69,032 at single rate plus post adjustment (currently US\$52,484 at the dependant rate and US\$48,875 at the single rate). Salary is free of income tax in the United Kingdom. For further benefits and entitlements please <a href="#">click here</a>.</p>                                                                                                                                                                                                                                   |
| <p><b>Purpose of the post</b></p> <p>Under the general supervision of the Head, ITCP Implementation and Major Projects, the incumbent will manage 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 of the project.</p> <p>For a detailed background of the Project and a job description, <a href="#">please refer to page 2</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p><b>Required competencies</b></p> <ul style="list-style-type: none"> <li>a) Project management skills, including implementation.</li> <li>b) Ability to plan independently and work effectively under pressure with a positive and solutions-oriented approach.</li> <li>c) Ability to draft effectively and convey information in a logical manner and present complex issues orally in a clear manner.</li> <li>d) Good communication and interpersonal skills and ability to build and maintain effective partnerships and working relationships with internal and external stakeholders, at all levels</li> <li>e) Proven ability to supervise and motivate staff.</li> </ul> |
| <p><b>Professional Experience</b></p> <p>Minimum eight years project management experience. At least five years of experience managing major international environmental/ development projects within multidisciplinary teams, working with multiple stakeholders. Experience in maritime environment projects, research and development projects and/or similar EC funded projects would be a strong asset. General experience demonstrating an understanding of implementation and/or enforcement of the IMO Conventions, particularly energy efficiency related regulations and policies, and of capacity building challenges faced by the beneficiary countries of the Project. Experience in having a management position, team-leader or equivalent, in a development project of similar size and complexity. Good knowledge of IMO’s regulations on ships energy efficiency and related technical and operational measures and, in general, knowledge and familiarity with climate change mitigation, technology transfer and cooperation among countries.</p> <p><b>Education</b></p> <p>Advanced university degree in environmental/natural sciences, marine engineering, mechanical engineering or environmental engineering (or equivalent or higher).</p> <p><b>Language skills</b></p> <p>Excellent command of written and spoken English. Knowledge of other UN languages would be a distinct advantage.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>How to apply.</b></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 <a href="#">Personal History Form</a> (also available from our website <a href="http://www.imo.org">www.imo.org</a>) and should be sent to the following email address: <a href="mailto:recruitment@imo.org">recruitment@imo.org</a>. Only applications submitted via email will be accepted.</p> <p style="text-align: center;">Please quote <b>V.N 16-01</b> in the subject line of your email application.<br/>Please do <b>not</b> send applications via multiple routes.<br/>Your application will be acknowledged <b>only</b> 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 Manager will act as a key technical expert and team leader in the project, to support the implementation and overall coordination of the Project. They will work under the direct supervision of the Head, ITCP Implementation and Major Projects within the Marine Environment Division of the IMO with supplementary technical support from Head, Air Pollution and Energy Efficiency Section of the Division. The PM will be supported by a Project Officer (PO) and Project Administrative Assistant (PAA).

The PM will be responsible for the overall co-ordination and supervision of the implementation of the project activities under the EU-IMO Project “Capacity Building for Climate Mitigation in the Maritime Shipping Industry”, implemented in, five regions namely, Africa, Asia, Caribbean, Latin America and Pacific regions, leading to the project outputs as outlined in the project document.

The specific duties and responsibilities can be grouped into 3 main areas as follows:

### 1. Project implementation (management, team leadership, monitoring and reporting)

- Coordinate the necessary procurement processes and related contractual arrangements in order to set up the five Maritime Technology Cooperation Centres (MTCCs). Specifically, complete the process of identification and selection of 5 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, review intermediary outputs, documents and reports, ensure the timely delivery of expected outputs, and effective synergy among the various MTCCs and contracted activities.
- Ensure timely delivery of results and outputs in all project activities.
- Monitor the timely delivery of high quality support from solicitation of appropriate services from project strategic partners and MTCC network members.
- Ensure the dissemination of lessons learned and results achieved, through maintaining a Project Knowledge Management System according to the reporting requirements. Ensure adequate outreach, communication, P/R and project visibility, as per the Communication and Visibility Plan for the Project.
- Identify suitable experts/organizations (including project strategic partners) to respond to MTCC technical advisory requests. In line with IMO's rules and regulations and the prevailing project implementation arrangements, draft TORs for such project experts and organizations, and provide input to the recruitment and hiring process as needed.
- Ensure that individual projects of MTCCs are managed through the project cycle including Monitoring and Evaluation Tools (M&E), secure additional technical oversight where necessary.
- Oversee the duties the PO to 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.
- Directly liaise with MTCCs, project partners and stakeholders as needed.
- Any other tasks to ensure proper project implementation, as adequate and requested by the supervisor.

## **2. Technical advisory support, capacity building and regional activities;**

- Coordinate and oversee the work of Project Coordination Unit and whole team of consultants/experts, work groups, project partners and assure timely and quality implementation of all project activities, including quality control of all produced technical outputs.
- Support MTCCs in fulfilling their capacity building obligations under the IMO-MTCC agreements through participation in regional and national level capacity building activities.
- Advise the MTCCs in their preparation of technical proposals for pilot projects to be funded by the Project and provide the necessary technical oversight and advice during the implementation of these projects by MTCCs.
- Review and provide inputs into all technical reports to be prepared and carry out various activities arising during the project implementation.
- Coordinate the preparation of final report on project achievements and sustainability of project results.
- Oversee and coordinate the technical and financial closure of the Project at the end of the Project.

## **3. Stakeholder involvement, partner coordination, knowledge management support.**

- Facilitate technical discussions, workshops or other regional or global events organized under the Project framework with multiple stakeholder participation.
- Facilitate coordination with capacity building activities or partners and other relevant projects, which may include development and implementation of joint capacity building strategies and programmes.
- Liaise directly with the representatives of the various governance and technical advisory committees established within the project framework and ensure timely coordination of such governance and advisory meetings.

## **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 Manager (PM) will be responsible for coordinating and supporting all project activities including all technical deliverables, overall monitoring and reporting, oversee staff and operations of the Project Coordination Unit (PCU), liaison with IMO and EC stakeholders, and monitor and provide close oversight to operations of the MTCCs established by the Project in the developing regions.

## **REQUIRED COMPETENCIES**

### **Managerial and Leadership**

- Capacity to focus on impact and results for the client and respond constructively to feedback.
- Demonstrated project management and team leadership skills.
- Demonstrated ability to develop strategies and work plans to accomplish objectives, empower others to translate visions and efforts into results, identify strategic issues, opportunities and risks and devise timely and effective responses.
- Strong analytical, reporting & writing abilities and communications skills.
- Good team player, self-starter, has ability to work under minimum supervision and maintain good relationships.
- Excellent communication skills and demonstrable capacity to lead a multi-national team and to work with government institutions.
- Openness to change and ability to receive/integrate feedback; and
- Ability to work under pressure and stressful situations.

### **Technical/ Functional**

- Good knowledge of the IMO's regulations on ships energy efficiency and related technical and operational measures and in general knowledge and familiarity with climate change mitigation, technology transfer and cooperation among countries.
- Knowledge of policies and mechanisms related to the IMO.
- Demonstrable experience and a proven track record in facilitation of policy implementation related to marine environment protection.
- Familiarity with R&D activities and latest developments in the field of maritime energy efficiency.
- Familiarity with the specific human and institutional capacity constraints as well as technology cooperation and transfer related constraints faced by developing countries and especially least developed countries and small island developing states.
- Experience in implementing developmental projects and technical cooperation projects in developing regions; and
- Experience with organizing and providing trainings.
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### **Knowledge management and learning**

- Ability to promote a knowledge sharing and learning culture in the Unit and brings the experience in knowledge sharing activities to the Project.
- Able to advocate and provide policy advice; and
- Actively works towards continuing personal learning and development, applies new acquired skills, draws lessons from professional/personal experience and integrates new learning into overall approach to work.