



The International Maritime Organization (IMO) is a specialised agency of the United Nations with responsibility for safety and security at sea and the prevention of marine pollution from ships.

**Conference Officer
Grade P.2**

The International Maritime Organization is seeking a dynamic and qualified individual to fill the position of **Conference Officer (P.2)**, in the Conference Section within the Conference Division at IMO Headquarters in London.

<p>Vacancy announcement number: V.N. 08-06 Section: Conference Division: Conference Type of appointment: Fixed-term for 2 years with possibility of further extension subject to satisfactory performance.</p>	<p>Date of Issue: 13 June 2008 Deadline for applications: 11 July 2008 Date for Entry on Duty: As soon as possible. Remuneration: US\$46,549.00 net per annum for a staff member with primary dependants, or US\$43,662.00 net per annum at the single rate plus post adjustment (currently US\$38,542.57 dependant rate or US\$36,152.14 single rate). Salary is free of income tax in the United Kingdom. For further information on additional entitlements, please click here.</p>
<p>Purpose of the post</p> <p>Under the general supervision of the Head, Conference Section, the successful candidate will coordinate all aspects of arranging the provision of material and human resources to service all meetings held through the Conference Services. For a full job description, click here.</p>	<p>Required competencies</p> <p>The successful candidate will have:</p> <ol style="list-style-type: none"> Excellent written and oral communication skills with demonstrable interpersonal skills; Ability to identify priority activities and adjust and organize priorities as required, ability to exercise sound judgment in the allocation of resources; Excellent client orientation skills with the ability to identify delegates' needs and accommodate them within the framework of the duties assigned to the post; Ability to establish working relationships with people of different national and cultural backgrounds; Professionalism and attention to detail are crucial.
<p>Professional Experience Minimum of 3 years progressively responsible experience, preferably working within an international environment.</p> <p>Education A first university degree in public administration, management or a related field is essential. Professional qualifications in conference or events management would be an advantage.</p> <p>Language Skills Complete proficiency in English with excellent drafting skills and ability to communicate orally and in writing clearly and concisely. Knowledge of a second official UN language would be an advantage.</p> <p>Other Skills Technological awareness with knowledge of computers including the ability to use word processing equipment, spreadsheets, databases and ad-hoc programmes is required.</p>	
<p>How to apply</p> <p>This vacancy is open to male and female candidates. The IMO seeks to increase the number of women at all levels and women, particularly, are therefore invited 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 Mr. Christian Dahoui at the following e-mail address: cdahoui@imo.org.</p> <p>Candidates may also send applications to: Head, Human Resources Services International Maritime Organization 4, Albert Embankment London SE1 7SR United Kingdom</p> <p>Please do not send applications via multiple routes. Only applicants possessing the relevant qualifications will be taken into consideration. Your application will be acknowledged only in the case that you are short-listed for interview.</p>	

APPLICANTS SHOULD NOTE THAT IMO IS A NON-SMOKING ENVIRONMENT