
4 ALBERT EMBANKMENT
LONDON SE1 7SR
Telephone: +44 (0)20 7735 7611 Fax: +44 (0)20 7587 3210

Circular Letter No.4485/Rev.1
1 February 2022

To: IMO Members States
United Nations and specialized agencies

Subject: **Vacancy Notice**
Director
IMO International Maritime Law Institute (IMLI)
Msida, Malta

1 With reference to Circular Letter 4485, the Secretary-General of the International Maritime Organization wishes to advise of the revision of the Vacancy Notice and extension of the deadline for applications for the post of **Director, IMO International Maritime Law Institute, Msida, Malta.**

2 Applications, as indicated in the Vacancy Notice, should be submitted, **for the attention of the Secretary-General, International Maritime Organization**, via email only, to the following email address: DirectorTCD@imo.org, no later than 25 February 2022.



Vacancy Notice: Director, IMO International Maritime Law Institute

The IMO International Maritime Law Institute (IMLI) was established in 1988 by the International Maritime Organization (IMO), the United Nations Specialized Agency mandated to promote safe, secure, efficient and sustainable shipping on clean oceans. IMLI is an international postgraduate education and research centre of excellence for specialists in maritime law and the development and dissemination of knowledge and expertise in international maritime law and the general law of the sea, with special reference to the international rules, regulations and procedures for the safety, security and efficiency of international shipping, protection of the marine environment and rights of seafarers, in particular those developed under the auspices of IMO.

IMLI is seeking an experienced leader with excellent academic, managerial and fundraising skills to fill the post of Director of the Institute, which is situated in Msida, Malta.

Tasks and responsibilities

Under the overall supervision, control and direction of the Secretary-General of IMO and the Institute's Governing Board, the Director is responsible for the direction and administration of the Institute, including management of academic programmes and staff, in accordance with the general policies and criteria formulated by the Governing Board, with relevant input from the Academic Committee and the Financial and Human Resources Committee, as appropriate. The Director will, *inter alia*:

Academic affairs:

- .1 direct the activities connected with the execution of the teaching and research programmes of the Institute and the ongoing evaluation and revision of educational programmes, student services and operations;
- .2 coordinate the educational and other programmes of the Institute with the activities of IMO and, as appropriate, the United Nations and its agencies and other global academic institutions;
- .3 assess the quality and quantity of academic staff required to maintain the high educational standards set by the Institute;

Financial management:

- .4 oversee the business and financial affairs of the Institute, including preparation of the work plan and the budget estimates of the Institute for submission to the Governing Board for consideration and approval;
- .5 authorize expenditure of funds provided in the budget and approved by the Governing Board;
- .6 oversee the Institute's operations to ensure the continued viability and sustainability of the institution, including resource mobilization opportunities;

General administration:

- .7 assume responsibility for the general administration and the management of the Institute and its operational resources;
- .8 be ultimately responsible for student activities, admissions, registration, records, academic progress, counselling, housing, and other academic and non-academic functions;
- .9 recommend to the Governing Board arrangements between the Institute and Governments and international or national organizations under which assistance and services related to the activities of the Institute may be offered or received;
- .10 provide the necessary services to the Governing Board, the Academic Committee, and the Financial and Human Resources Committee;
- .11 recommend to the Governing Board the establishment (including potential composition) of advisory bodies as may be necessary; and

Reporting:

- .12 report to the Governing Board and its Chairman on the activities of the Institute and the execution of its programmes, in accordance with procedures established or approved by the Governing Board for that purpose.

The Director shall discharge their functions and regulate their conduct in an ethical manner at all times, with the interest of the Institute only in view and in accordance with the IMLI Statute, staff rules and regulations and the guiding principles of standards of conduct of international civil servants.

Professional experience

The successful candidate should have an excellent record of leadership in the following roles:

- managing a complex higher-level educational institution; or
- executive management position(s) in maritime administrations or international intergovernmental and/or non-governmental organizations dealing with maritime affairs and/or maritime law or ocean policy matters; and a record of excellence in teaching, research, resource mobilization and service activities at a university or academic institution.

The successful candidate should ideally have extensive experience in the identification and mobilization of resources from national, regional or international donors and a record of successfully delivering change and innovation and providing strong external representation.

Practical maritime law related experience in the public and/or private sector will be considered an asset.

Key attributes for the successful candidate include proven credibility in relevant governmental, academic and maritime industry forums and, in the case of candidates from academic institutions, published research.

Education and required competencies

It is anticipated that the successful candidate will possess a law degree at the PhD level from a reputable and accredited institution and will be able to demonstrate the following competencies:

- .1 leadership skills and a track record of success in managing change and setting new strategic directions at academic or other similar institutions preferably with a maritime focus;
- .2 the ability to motivate and support academic and non-academic staff;
- .3 financial acumen;
- .4 a demonstrated commitment to academic excellence in the field of international law, in particular maritime law;
- .5 familiarity with the maritime industry and the challenges faced by Governments in relation to the implementation of international maritime conventions and their transposition into national legislation;
- .6 strong advocacy, diplomacy and communication skills;
- .7 the ability to form effective, mutually beneficial collaboration arrangements with the locality, the host Government, other Governments, donors and benefactors as well as those to and from whom the Institute offers and receives services; and
- .8 commitment to integrity, efficiency, transparency, objectivity, equality of opportunity and diversity.

A full professorship at a renowned academic institution will be an advantage.

Language skills

Advanced proficiency in English (written and spoken) is essential. Working knowledge of another official language(s) of the United Nations would be highly desirable.

Contract information

The initial appointment will be for a fixed-term period of four years, the first year of which will be probationary, with the opportunity for further four-year term renewals, subject to satisfactory performance.

It is expected that the selected candidate will take up their official appointment on 1 July 2022.

Salary information

The remuneration for the post is €180,000 per annum, free of income tax in Malta. The Institute's staff rules and regulations and the Enhanced Staff Allegiance Fund Scheme set out a competitive benefits package.

Further information

For further information on the IMO International Maritime Law Institute and the International Maritime Organization please visit their respective websites at: www.imli.org and www.imo.org.

How to apply

Applications should be sent via email only, to DirectorTCD@imo.org, no later than 25 February 2022 and must include:

- (a) an up-to-date curriculum vitae;
- (b) a completed Personal History Form (available [here](#));
- (c) a covering letter stating the reasons for applying and describing experience relevant to the post, addressed to:

The Secretary-General
International Maritime Organization

Please do not send applications via other or multiple routes.

Please do not include copies of any degrees, diplomas or publications at this stage.

This vacancy is open to all qualified candidates. Only shortlisted candidates will be contacted for an interview.
