

Job Opening

Position title:	Internal Oversight Officer (Part-Time)
Organization:	IMO International Maritime Law Institute
Country:	Malta
Posting period:	20 December 2023 – 16 February 2024
Job opening number:	VN-03-2023
Salary:	Euro 25,000 tax free per annum

ORGANISATION SETTING AND REPORTING

The IMO International Maritime Law Institute (IMLI) was established in Malta in 1988 under an agreement concluded between the International Maritime Organization (IMO) and the Government of Malta. IMLI started its first programme in 1989. Its main purpose is to train maritime professionals in the full spectrum of international maritime law. Over the last thirty-five years, IMLI's work has contributed to the establishment of a cadre of experts in international maritime law who are able to prepare, review and advise on the implementation of maritime laws and regulations.

Under the overall supervision of the Director, the successful candidate will be responsible for providing objective, independent and systematic assessments in order to improve efficiency and effectiveness in the Institute's operations, improving accountability and ensuring good governance. The successful candidate will also be tasked with identifying the means to improve efficiency, economy and effectiveness of internal procedures and use of resources, ensuring compliance with IMLI's regulatory framework, applicable accounting standards and best practices.

QUALIFICATIONS

A university degree in accountancy, business administration, public administration, international development, law, or another related field is required. In addition, a professional certification of a Certified Public Accountant and Registered Auditor is required.

WORK EXPERIENCE

At least 7 years of combined, progressively responsible experience and demonstrated technical competence in both internal audit and investigations.

COMPETENCIES

Professionalism: The selected candidate is expected to show integrity, flexibility and pride in work and in achievements; demonstrate professional competence and mastery of subject matter; provide independent, objective investigation and advisory services designed to add value to and improve the Institute's operations and to enhance the integrity and reputation of

the Institute without participating in the decision-making process; be conscientious and efficient in meeting commitments, observing deadlines and achieving results; be motivated by professional rather than personal concerns; show perseverance when faced with difficult problems or challenges; demonstrate attention to detail; remain calm in stressful situations; show commitment to multiculturalism and working with a diverse student body; be able to work collaboratively with colleagues in drafting policies, guidance, systems and work processes; and contribute to the achievement of the Institute's objectives.

Planning and Organizing: The selected candidate is expected to develop clear goals that are consistent with agreed strategies; ensure the results of the "fact-finding" administrative investigations are included in a report or memorandum, addressed to the Director for consideration and decision on any action to be taken, as applicable; adjust priorities as required; allocate appropriate amount of time and resources for completing work; foresee risks and allow for contingencies when planning; monitor and adjust plans and actions as necessary; use time efficiently.

LANGUAGES AND COMPUTER SKILLS

As the Institute's working language is English, excellent oral and written communication skills in English are essential. Knowledge of one or more of the official languages of the United Nations will be an advantage. Good computer skills are essential.

SPECIAL NOTICE

This position is on a part-time basis (20 hours per week) with six months' probation period.

NO FEE

IMLI DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). IMLI DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

HOW TO APPLY

Applications must be accompanied by (i) a covering letter stating the reasons for applying and relevant experience to the post; (ii) an up-to-date Curriculum Vitae; (iii) two references (referees must send a confidential letter to the attention of the Director to the following e-mail careers@imli.org); and (iv) a photograph. Applications should be sent to the following e-mail address: careers@imli.org. Please state the Vacancy Number VN-03-2023 in the subject line.

Candidates may also send applications to: Director, IMO International Maritime Law Institute, University of Malta Campus, Triq Roberto Ranieri Costaguti, Msida MSD 2080, Malta

Please do not send applications via multiple routes.

Your application will be acknowledged only in the case that you are short-listed for interview.