

**Student Extern
(12 weeks position)
Executive Office of the Secretary-General**

Date of Issue:	6 September 2019
Deadline for applications:	None – Rolling Applications
Entry on duty:	As arranged
Rate of pay:	Unpaid – extern to receive academic credit only
Contract information:	
<p>This is an unpaid position for an externship open to students who are looking to expand their experience in communication work within a maritime context. There shall be no expectation of contract change or renewal at the end of this assignment. This post is only offered to candidates who have full legal eligibility to live and work in the UK.</p> <p>In order to apply for this position, the university in which the student is enrolled must have a pre-existing mandatory or elective option for practical experience as part of its degree requirements. The student is personally responsible for obtaining the necessary visa. No living or travel expenses will be paid by the Organization.</p>	
Purpose of the Post:	
<p>The overall objective of this assignment is to support the work of the Executive Office of the Secretary-General in the development and follow of the Organization's day to day communication products, EOSG website updates and relevant news items. The work will involve working with United Nations/International Maritime Organization databases, drafting reports and proof-reading high level draft communication items, official documents. The work will also involve working with a number of colleagues in a multicultural environment.</p>	
Required competencies:	
<p>a) Thoroughness and excellent attention to detail in all responsibilities, ensuring consistency in delivery and implementation;</p> <p>b) Excellent English drafting skills and demonstrated ability to work in an independent manner; and</p> <p>c) Effective working relationships with internal and external stakeholders, at all levels.</p>	
Specific academic and professional experience:	
<p>Students of public administration, international affairs, communication, political science or literature are preferred.</p>	
Language Skills:	
<p>Complete proficiency in English, including excellent drafting, presentation and communication skills.</p>	
Other Skills:	
<p>Proficiency in MS Office applications, particularly in MS Excel. Knowledge of maritime matters would be an advantage.</p>	
How to apply.	
<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 a complete Extern Conditions and Requirements form (also available from our website www.imo.org) and should be sent to the following email address: ero@imo.org. Only applications submitted via email will be accepted. Please do not send applications via multiple routes.</p>	
<p>Your application will be acknowledged only in the case that you are short-listed for an interview.</p>	