



## Secretariat

31 May 2019

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### Secretary-General's bulletin

To: Members of the staff  
From: The Secretary-General  
Subject: **Junior Professional Officer programme**

The Secretary-General, for the purpose of establishing the Junior Professional Officer programme at the International Seabed Authority, promulgates the following:

#### **Section 1 Objectives and scope**

1.1 The Junior Professional Officer programme may be utilized in any area of work of the Authority.

1.2 The objectives of the programme are as follows:

(a) To enhance the development and capacity of the Authority by recruiting young professionals who are qualified for entry-level positions (at the P-1 or P-2 level), have completed their education and have some working experience;

(b) To provide young professionals with an opportunity to gain hands-on experience in the field of multilateral international cooperation through a learning experience under the supervision of specialists, and to contribute to the advancement and furtherance of the Authority's mandate;

(c) To enable donors to provide on-the-job training in multilateral capacity-building for young graduates and at the same time contribute to enhancing the Authority's capacity development. The programme can also support specific goals in promoting and advancing priority areas of the Authority in accordance with its strategic plan.

#### **Section 2 General principles**

2.1 Junior Professional Officers are recruited under bilateral agreements between the Authority and donors (member States or sponsoring institutions).

2.2 Junior Professional Officers are considered staff members and are subject to the Staff Regulations and Rules of the Authority with full staff entitlements and obligations (i.e., in terms of salary, deductions and contributions, allowances for



dependants, travel, etc.) in accordance with the prevailing Staff Regulations and Rules.

2.3 Donors cover all the costs associated with the work and training programme for Junior Professional Officers, including the administrative and support costs incurred by the Authority.

2.4 Junior Professional Officers are generally nationals of donor countries; however, donors are also encouraged to provide financial support for nationals of developing countries.

2.5 Junior Professional Officer positions are determined by the needs of the Authority and could be in any area of work. The number of sponsored positions varies from year to year and by donor country.

2.6 The minimum commitment to initiate a Junior Professional Officer position is for a two-year period. Initially, Junior Professional Officers are granted a one-year appointment, which may be extended with the agreement of the donor and on the basis of good performance.

2.7 The Authority undertakes to ensure that the programmes, besides normal everyday participation in the work of the organization, also contain well-designed learning and training elements for Junior Professional Officers.

### **Section 3**

#### **Selection of and support for Junior Professional Officers**

3.1 The Office for Administrative Services manages the Junior Professional Officer programme for the Authority.

3.2 The Executive Office of the Secretary-General is responsible for the development of an annual recruitment plan identifying Junior Professional Officer requirements and strategic priorities for the respective offices.

#### *Selection process*

3.3 The Authority is responsible for developing job descriptions for Junior Professional Officer positions.

3.4 The Authority and the donor Government or institution will advertise Junior Professional Officer positions as widely as possible. Donors will conduct an open and competitive recruitment exercise to identify potential candidates and submit a shortlist of at least three candidates to the Authority for a final decision.

3.5 Candidates for the programme are to be selected on a highly competitive basis. In order to be considered for the programme, candidates must:

- (a) Usually be under 32 years of age;
- (b) Possess relevant academic qualifications (master's degree or equivalent) in a relevant discipline;
- (c) Have a minimum of two years of paid working experience in a relevant field;
- (d) Demonstrate written and spoken proficiency in at least one of the two working languages of the Authority (English and French).

3.6 Principles of gender, geographic and economic diversity must also be taken into account by the Authority when accepting Junior Professional Officers.

3.7 The selection of a candidate for a Junior Professional Officer position does not entail automatic selection for a regular staff position within the Authority. Junior

Professional Officers may apply for such positions as any other external candidate would, in which case they would go through the regular competitive selection process of the Authority.

*Career support advice and resources*

3.8 In addition to the support managers are required to give to their staff in the context of ongoing performance management, supervisors are expected to provide career support advice to Junior Professional Officers with a view to using their potential in the future within the larger public sector framework associated with the Authority's mandate.

3.9 Recruitment of a Junior Professional Officer requires that proper supervision be provided for the entire assignment.

3.10 The costs of learning activities for Junior Professional Officers – other than those activities mandated by the Authority for all staff – and of any associated travel are to be included in the cost estimate for the donor.

**Section 4**

**Final provisions**

4.1 The present bulletin shall enter into force on 1 June 2019.

(Signed) Michael Lodge  
Secretary-General

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