

GOVERNMENT OF PAKISTAN  
MINISTRY OF MARITIME AFFAIRS

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JOB OPPORTUNITY

Application are invited from interested candidates for the post of Maritime Coordinator who will be based at London, UK to give advice to the Ministry on matters relating to International Maritime Organization (IMO) Protocols and other instruments. He/She will be representing Pakistan in IMO. The post will be on contract basis till 30<sup>th</sup> June,2020.

2. Details regarding responsibilities and qualification can be downloaded from [www.moma.gov.pk](http://www.moma.gov.pk).
3. Persons having requisite experience and qualifications should submit their applications and CV alongwith recent photograph (passport size) by 29<sup>th</sup> Jan,2020 (by 5:00PM PST). Incomplete applications/documents or those received after the due date will not be entertained. Applications can be sent by post or email ([ds1@moma.gov.pk](mailto:ds1@moma.gov.pk))
4. The applicants working in Government/ semi Government departments or Autonomous Bodies should obtain NOC from their parent organizations before applying.
5. Only shortlisted applicants will be invited for interviews.
6. Shortlisted overseas candidates will be interviewed on Skype.
7. The candidates shall not be entitled for any TA/DA



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**Khizar Saleem Khokhar**  
Deputy Secretary  
Maritime Affairs Division  
Islamabad

### QUALIFICATION AND EXPERIENCE

Name & Scale of Post	No. of Post	Qualification and Experience	Quota	Age Limits
<p style="text-align: center;">Maritime Coordinator</p> <p><b><u>Pay Package:</u></b> Great Britain Pound 4000/- per Month (Lump Sum)</p>	01	<ul style="list-style-type: none"> <li>i. A graduate in Maritime field (Certificate of Competency Master Mariner or Marine Engineering Class 1).</li> <li>ii. At least two years' experience of drafting and processing of proposals for IMO Council, IMO Committees and other IMO bodies.</li> <li>iii. At least five year experience at Middle management in a maritime firm of repute;</li> <li>iv. Knowledge of Maritime Sector of Pakistan and key institutions and players in the Sector;</li> <li>v. Proficiency in MS Office.</li> <li>vi. Relevant additional qualifications would be an advantage.</li> </ul>	Open Merit	<p>Maximum Age : 62 Years (The age will be considered as on closing date of applications)</p>

### **RESPONSIBILITIES**

<ul style="list-style-type: none"> <li>i. Attend meetings of IMO and submit a record note of the meetings to the Ministry of Maritime Affairs, Islamabad.</li> <li>ii. Arrange meetings of Officials of Ministry of Maritime Affairs with IMO officials and Maritime professionals and groups.</li> <li>iii. Provide support and insight into significant changes (e.g. shift in already implemented Conventions and protocols and introduction of a new protocol in Maritime Sector by IMO).</li> <li>iv. Close monitoring and detailed examination of proposals submitted by the Regional countries in IMO. If a new proposal is to significantly affect the maritime sector of Pakistan, it shall be shared with the Ministry at the earliest.</li> <li>v. Liaison with Ministry of Maritime Affairs, Islamabad through the desk officer with reference to visit of officials of the Ministry to IMO and vice versa.</li> <li>vi. Formulate proposals to protect the interest of Pakistan's Maritime Sector.</li> <li>vii. Conceive, draft and process projects for seeking Technical Assistance and Cooperation under IMO schemes.</li> <li>viii. Coordination with Maritime Administration of Pakistan regarding implementation of IMO Conventions.</li> <li>ix. Report to High Commissioner of Pakistan to U.K on day to day affairs.</li> <li>x. Submit monthly report of his activities to Ministry of Maritime Affairs.</li> <li>xi. Any other relevant task assigned by the Ministry of Maritime Affairs.</li> </ul>
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