



International  
Chamber of Shipping  
Shaping the Future of Shipping

**INTERNATIONAL CHAMBER OF SHIPPING (ICS)**

**VACANCY – ICS POLICY OFFICER**

**Please Send C/V with Single Page Cover Letter to:**

**Mr Helio Vicente**

**[helio.vicente@ics-shipping.org](mailto:helio.vicente@ics-shipping.org)**

**By 6 April 2020**

**JOB TITLE:**

Policy Officer

**LOCATION:**

Baltic Exchange, 38 St Mary Axe, City of London, EC3A 8BH

**REPORTING TO:**

Senior Adviser (Shipping Policy)

**WORKING WITH:**

Deputy Secretary General  
Other ICS staff as appropriate

**JOB SUMMARY:**

Working as a member of the Secretariat of the International Chamber of Shipping (ICS) – the global trade association for shipowners and operators – to provide assistance and support to the Senior Adviser (Shipping Policy) on shipping and trade policy matters.

General assistance and support on other issues and projects in which ICS maybe engaged.

<p><b>JOB CONTENT:</b></p> <p><b>Shipping Policy</b></p> <p>Assisting on 'shipping policy' (largely trade policy issues) and associated ICS activities.</p> <p>Administration of the ICS Shipping Policy Committee (SPC).</p> <p>Liaison with ICS member national associations.</p> <p>Updating of annual Shipping Industry 'Flag State Performance Table', and contributing to production of other ICS policy tools.</p> <p>Attendance at external meetings (including the UN International Maritime Organization and other bodies as may be required).</p>	<p><b>SKILLS:</b></p> <p>Excellent written English and communication skills, with great attention to accuracy and detail.</p> <p>Logical, analytical thinking.</p> <p>Ability to help produce committee papers and accurate minutes of meetings.</p> <p>Ability to explain complex arguments clearly and concisely.</p> <p>Sound public communication skills, with willingness (in due course) to present arguments at intergovernmental meetings, public meetings, industry committees, etc.</p> <p>Good general knowledge (and interest) of politics and international affairs.</p>
<p><b>General support</b></p> <p>General support to Senior Adviser (Shipping Policy) on any other ICS matters as may be required.</p> <p>General support to Deputy Secretary General on any ICS matters as appropriate.</p>	<p>Ability to grasp basic understanding of a wide range of political, commercial and (occasionally) technical issues quickly, with sound 'generalist' approach.</p> <p>Ability to be diplomatic when explaining positions with which others may not agree.</p> <p>Comfortable with basic statistics and data analysis.</p> <p>Willingness to travel abroad.</p> <p>Comfortable with Microsoft Word and email, ability to use (or willingness to learn) PowerPoint and website tools, and other basic Office tools.</p>
<p><i>The Secretariat of ICS is provided by Maritime International Secretariat Services Limited, which is an equal opportunities employer.</i></p>	
<p>March 2020</p>	