



## Job Advertisement: Secretary General

**Organization:** International Federation of Shipmasters' Associations (IFSMA)

**Location:** London, United Kingdom (Ideally London based or short noticed commutable).

**Reporting to:** Executive Council and General Assembly

### **About IFSMA:**

Established in 1974 to uphold International Standards of Professional Competence for Seafarers, IFSMA is a leading Non-Governmental Organization dedicated to representing the interests of shipmasters worldwide. We are committed to ensure Safe Operational Practices, Preservation from Human Injury, Protection of the Marine Environment, and the Professional Development of Shipmasters. Our Strategic Plan can be found at: <https://tinyurl.com/3a67ud9s>

### **Position Overview:**

IFSMA is seeking a motivated, dynamic, and inspirational individual to join our team as the Secretary General. This executive role involves serving as the official representative of IFSMA, executing decisions made by the General Assembly and Executive Council, and actively participating in the work of the International Maritime Organization (IMO) and on occasion at the International Labour Organization (ILO). The position is Part Time approx. 7 – 8 working months spread over a calendar year

### **Key Responsibilities:**

- Execute decisions from the General Assembly and Executive Council.
- Actively participate in IMO activities, including submitting Technical Papers.
- Maintain effective communication with Member Associations and Individual Members.
- Foster good relations with the public, media, and international maritime organizations.
- Promote cooperation between Shipmasters, Shipowners, and National Administrations.
- Prepare Technical Papers for international conferences and seminars.
- Manage the Federation's finances in conjunction with the Assistant Secretary General and Hon. Treasurer.
- Oversee the operation of the Federation Headquarters in London.
- Publish advertisements and articles in maritime journals and assist in the development of IFSMA Books/Publications.
- Recruit new Shipmasters' Association Members.
- Uphold high standards of professional competence in line with technological and social changes.

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International Federation of Shipmasters' Associations

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**Qualifications and Skills:**

- STCW Master Mariner or equivalent qualification.
- Experience working at board level with a strong network in the maritime sector.
- Excellent written and oral communication skills across various levels.
- Proven planning, analytical, and business skills.
- Understanding of GDPR requirements.
- Experience in representational and diplomatic roles is an advantage.
- Strategic and innovative thinker with a passion for safety and welfare improvements.
- Knowledge of STCW, SOLAS, MARPOL, MLC Conventions, and Port State Control requirements.

**Scope:**

The ideal candidate will be a Master Mariner with shore management or maritime business skills. They should be a good listener with the ability to contribute effectively in international forums. A broad experience in safety, welfare, education, and training is essential.

**Salary:**

Circa £50k

**How to Apply:**

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience, vision for the role and availability to [hq@ifsma.org](mailto:hq@ifsma.org) by 18 April 2025.