



NATIONAL MARITIME SAFETY AUTHORITY

CAREER OPPORTUNITY

The National Maritime Safety Authority (NMSA) is responsible for promoting, complying with and maintaining world class maritime safety standards in Papua New Guinea consistent with legislation and commitments under National Legislation and International Conventions in order to facilitate a safe, efficient and environmentally responsible shipping sector for stakeholders in government, industry and the community. Under the mandate, NMSA ensures a fully functioning and effective network of aids to navigation; availability of high quality and up to date navigational charts; that vessels meet the safety standards required by law and international commitments; ensuring seafarers' competency through vigilant examination and certification, and coordinating maritime responses to distress calls and monitoring and controlling ship-sourced pollution. The NMSA now wishes to fill the following positions:

Senior Quality Assurance Officer

Job Objective

To provide support in the management of data collection, analysis and training activities to ensure accountability and efficiency from start to finish for all departments and projects under NMSA. To profile monitoring and evaluation responsibilities of the Department and ensure the quality management system is in place and working well.

Principal Accountabilities and Services Standards

Among the core accountabilities the successful incumbent will:

Support all M&E initiatives for assigned tasks including monitoring data quality, tracking progress of activities, establishing data trends, contributing to staff capacity building initiatives as necessary; manage and report on the implementation of Board decisions in consultation with respective managers; keep abreast of development issues in the maritime industry and government affairs that are directly or indirectly have an impact in the mandate of NMSA; review and analyse department monthly reports to ensure high quality reports are submitted on time for the annual report and identify the causes of potential bottlenecks in project implementation to enhance quality reporting; and ensure NMSA values and code of conduct, OHSE and related policies and procedures are adhered to at all times.

Person Specification and Experiences

The successful person for this position must meet the following requirements:

Skills

Good level of proficiency in MS applications and qualitative analysis; ability to design M&E tools, surveys, surveillance systems and evaluations; demonstrated ability to train and build capacity of others; good level of analytical and assessment skills; good report writing skills and the ability to innovate and recommend better ways of doing things.

Knowledge

Demonstrated knowledge and understanding of NMSA Act 2003; National Transport Strategy and Medium Term Transport Plan; PNG Merchant Shipping and Maritime Safety Standards.

Qualifications

Minimum qualification for the position is Degree in Business Administration, Strategic Management, Information Management, Project Management or other related discipline.

Experience

Minimum of 3 - 5 years of experience in a monitoring and evaluation role or similar with past working experiences in strategic planning, project management, information management, office systems improvements and data analysis is desirable.

Apply Now before CLOSE OF BUSINESS on **23 June 2017**

The National Maritime Safety Authority offers genuine career opportunities with attractive remuneration package for the right candidate. The successful candidate we are seeking will have relevant qualifications and experience in the role; have commitment, takes initiative and have personal integrity.

If you have the necessary skills and experience and meet the requirements for the positions and are interested, submit your application to:

The Manager Human Talents/Resources, National Maritime Safety Authority, PO Box 668, PORT MORESBY, NCD; Papua New Guinea Level 3, Defens Haus Building. Contact us: Email: jobs@nmsa.gov.pg or apply online at www.nmsa.gov.pg.

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED

**Authorised by:
Paul M Unas – General Manager/CEO
National Maritime Safety Authority**