



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:

Travel Officer

Job Objective

Provide coordination and administrative support services related to all NMSA's travel needs including accommodation/lodging, travel/logistics, bookings/reservations and passport & visa processing and/or other clearances.

Principal Accountabilities and Services Standards

Among the core accountabilities, the successful incumbent will:

Attend to all the NMSA's travel needs; arrange for accommodation, travel/logistics, etc for staff on duty travel and/or recreational leave and procure necessary documentation such as passports, visas, or other clearances are facilitated in a timely and efficient manner while maintaining an updated staff travel register; establish and maintain very good working relationships with relevant service providers; ensure international and domestic travels for staff are attended to in a professional and timely manner; ensure excellent professional standards in public relations and conduct as NMSA representative at all times; 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

Possess good oral and written communication skills; good customer service skills; familiar with MS applications; excellent analytical and assessment skills with strong management, organizational skills and ability to multi-tasks; must be a good team member with excellent interpersonal skills and able to lead and work effectively with/in a team and having the ability to innovate and recommend better ways of doing things.

Knowledge

Demonstrated knowledge and experience in general travel coordination and administration, accommodation/lodging, travel/logistics bookings/reservations and passport & visa processing and/or other clearances. Having sound knowledge of the procedures and processes involved would be advantageous but not necessary.

Qualifications

Minimum qualification for the position is Diploma in Business Administration, Office Administration or equivalent.

Experience

Minimum of 2 years relevant work experience in a similar role is most desirable. Some working knowledge and exposure in maritime sector would be advantageous.

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**