



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:

Manager Project Implementation Unit

Job Objective

To provide oversights and manage major capital projects in line with the annual work implementation and capital expenditure plans. Oversee the operations of the department including administration and management of staff.

Principal Accountabilities and Services Standards

Among the core accountabilities the successful incumbent will:

Ensure the smooth implementation of business plan and capital expenditure budget; coordinate all procurement of goods and services in accordance with NMSA procurement policy and fixed asset management procedure; assist NMSA operations and corporate services division to carry out project identification documentation for funding and budget submissions; document TOR to engage short-term consultancy services to NMSA and manage consultants to achieve deliverables identified in the terms of reference; develop systems and procedures on the management of the developed buildings and grounds and maintenance plan.

Person Specification and Experiences

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

Skills

Advance computer skills; exceptional managerial skills; project management skills including budget and procurement processes; high level interpersonal skills including tolerance; excellent negotiation skills; very good analytical and problem solving skills; excellent communication, including presentation skills; very good report writing skills

Knowledge

Demonstrated knowledge and understanding of projects and/or contracts implementation and management; Working knowledge of Project Cost Control; Strong technical background and the ability to conduct quality checks and Quality control for projects implementation and maintenance.

Qualifications

Minimum qualification is Bachelors' Degree in Building or related discipline

Experience

Minimum of 5 years in similar management role

Apply Now before CLOSE OF BUSINESS on 2 March 2018

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**