



NATIONAL MARITIME SAFETY AUTHORITY

1. POSITION IDENTIFICATION:

Position Title: International Liaison Officer
(Engagements)

Position No: NMSAMS.00

Grade:13

Incumbent: Vacant

Division: Maritime Administration

Branch: Maritime Standards

Section: International Liaison

Immediate Supervisor:
Senior International Liaison Officer

Highest Subordinate/s:
International Liaison Officer

Position No.
NMSAMS.00

Location: Headquarter, Port Moresby

History of Position

Date of Variation

Details

2. POSITION PURPOSE:

This position will be responsible for preparing position papers and carry out administrative duties in development, implementation and administration of a range of maritime policy, maritime standards and associated maritime legislation relating to NMSA's statutory obligations.

Responsible to the Senior International Liaison Officer to ensure efficient and effective liaison with the International Maritime Organisation, and other regional arrangements including coordination of representation to IMO and other relevant international and regional meetings.

3. DIMENSION:

Staff: Nil

Operating Budget: Nil

Equipment and facilities: Office equipment, access to IMO Documents and publications and procedural manual (international and NMSA).

4. NATURE AND SCOPE:

4.1 Reporting and Relationships

This position is one of two positions reporting to the Senior International Liaison Officer.

4.2 Work Environment

- Located at NMSA Head Office, Port Moresby.
- Attend relevant IMO and other international, regional maritime organisation meetings, where necessary.

4.3 Constraints, Framework And Boundaries

Operate within the boundaries of relevant national legislations and international conventions pertaining to maritime operations including the International Maritime Organisation (IMO), International Association for Marine Aids to Navigation and Lighthouse Authorities (IALA), Merchant Shipping Act and its subordinate regulations, National Maritime Safety Authority Act and the Corporate Plan.

4.4 Challenges

- Keeping abreast of updated IMO, and other international organisations, Conventions, amendments, annexures and/or resolutions, deemed necessary, and promulgating this advice in a timely manner in order for staff and stakeholders are well-versed;
- Ensure timely feedback from within NMSA and externally on PNG's position relating to IMO and/or other international organisations including timely updates to the reporting platforms, such as the Global Integrated Shipping Information System (GISIS)
- Provide assistance to the Senior International Liaison Officer to ensure timely accession and ratification process through the relevant responsible government departments

4.5 Working Relationships

4.5.1 Internal

- Manager Maritime Standards and
- Executive Manager Maritime Administration
- Other NMSA Departments, as directed by the Senior International Liaison Officer

4.5.2 External

- International Maritime Organization (IMO)
- Relevant International maritime organizations (International Labor Organization, International Association for Marine Aids to Navigation and Lighthouse Authorities) and regional organizations
- Maritime industry
- Relevant central government departments (Department of Foreign Affairs and International Trade, Department of Justice and Attorney General, Department of Transport, etc).

4.6 Qualifications, Knowledge, Skills, Experience

4.6.1 Qualification

Minimum qualification is a Bachelor's Degree in Law, International Relations, or Marine Science.

4.6.2 Knowledge

- Knowledge on broad principles in relation to UNCLOS, SOLAS, MARPOL and STCW Conventions and applicable codes;
- A sound working understanding on the process of treaties ratification
- Sound knowledge on general protocol and diplomacy for international and regional meetings including stakeholder engagements

4.6.3 Skills

- Possesses excellent interpersonal skills and is able to communicate effectively and concisely through written and oral communication with various stakeholders;
- Good demonstration of analytical and problem solving skills;
- Ability to plan, organise and facilitate consultations and engage across different stakeholders
- Possess innovative skills and is able to self-manage
- Is result-oriented and pays attention to detail

4.6.4 Experience

- Minimum of 2 years as an International Liaison Officer, Foreign Service Officer

5. Principal Accountabilities & Service Standards

Accountable to the Senior International Liaison Officer, assist with:

- ensuring timely collation, advisory and distribution of IMO, ILO, IALA, IHO, IMSO and ITU notifications and amendments to internal NMSA Departments including relevant stakeholders;
- conducting research into matters affecting maritime safety for the Papua New Guinea maritime/shipping Industry, the port industry and ensure industry awareness and compliance;
- coordinating and undertaking consultations within the Maritime Administration, relevant government agencies and the industry on the Member State's position on amendments being considered in international maritime meetings;
- ensuring timely reporting to the International Maritime Organisation through the Global Integrated Shipping Information System (GISIS) modules;

- monitoring and providing recommendations on the reviews necessary towards the Maritime Administrations Policies, Practices and Procedures Manuals as required, and in consultation with Departmental Managers to ensure that they are relevant and kept up to date;
- Undertake additional tasks as required by the Senior International Liaison Officer.

Job Description Document Confirmation Section

Job Title: _____ Job Grade: _____

Division/Department/Section: _____

I have read and understood and hereby confirm that this is a true and accurate reflection of this job.

Job Holder – Signature

Print Name

Date

Department Manager – Signature

Print Name

Date