



## NATIONAL MARITIME SAFETY AUTHORITY

### 1. POSITION IDENTIFICATION:

**Position Title:** International Liaison Officer  
(Treaties)

**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 is located within the Maritime Standards and Compliance Department.

Under the guidance of the Senior International Liaison Officer, the primary function of the incumbent will be to advise the Member State on the implementation of international legal instruments adopted under the auspices of the IMO and relevant international maritime organizations and will assist in providing advice on a range of maritime policy, maritime standards and associated maritime amendments relating to NMSA's statutory obligations.

### 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**

- Provide assistance to the Senior International Liaison Officer to ensure timely accession and ratification process through the relevant responsible government departments
- Keeping abreast with new conventions, amendments and resolutions and ensure staff are well versed.
- Ensure National Maritime Safety Authority and industry operators are conformed to changes within the maritime industry.

#### **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 Degree in Law.

##### **4.6.2 Knowledge**

- Knowledge of and ability to analyse international maritime treaties, conventions and amendments in relation to maritime safety
- 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
- Ability in providing drafting instructions to inform amendments in domestic legislation
- 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 a legal treaties officer.

#### **5. Principal Accountabilities & Service Standards**

Accountable to the Senior International Liaison Officer, assist with:

- ensuring timely coordination and facilitation of the international maritime treaties process with relevant government agencies to obtain accession to, ratification of and/or denunciation of international treaties;
- conducting research into matters affecting maritime safety for the Papua New Guinea maritime/shipping Industry, the port industry and ensure industry awareness and compliance providing prompt advice to the Legal Services Department on latest international convention amendments affecting domestic legislation;
- proposing amendments to relevant legislation and policies in order to keep with National Maritime Safety Authority's statutory responsibilities in relation to Conventions related to SOLAS, MARPOL, STCW and other key international maritime obligations in relation to ILO, IMSO, IALA;

- and as directed, provide legal advice to National Maritime Safety Authority in relation to approved classification societies authorised to carry out statutory survey and certification services on behalf of National Maritime Safety Authority, in consultation with the Executive Manager Maritime Operations and Executive Manager Maritime Administration;
- 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**