



**1. Job Description:**

<b>Position Title:</b> Labour Shipping Officer	<b>Position No:</b> NMSAMQ.000	<b>Grade:</b> 13
<b>Incumbent:</b> Vacant		
<b>Division:</b> Maritime Administration	<b>Department:</b> Qualifications	<b>Section:</b>
<b>Immediate Supervisor:</b> Manager Marine Qualification & Crew Matters	<b>Highest Subordinate:</b>	<b>Position No.</b>
<b>Location:</b> Port Moresby, Head Office		

History of Position;		
	DATE OF VARIATION	DETAILS

**2. Position Purpose:**

To carry out certifications with integrity on seafarer’s qualifications in Near Coastal Trade, Offshore, Restricted Trade, Coastal Trade, and Foreign Trade in line with PNG Merchant Shipping Act and STCW code for all PNG registered vessels.

**3. Dimension:**

Staff: Nil

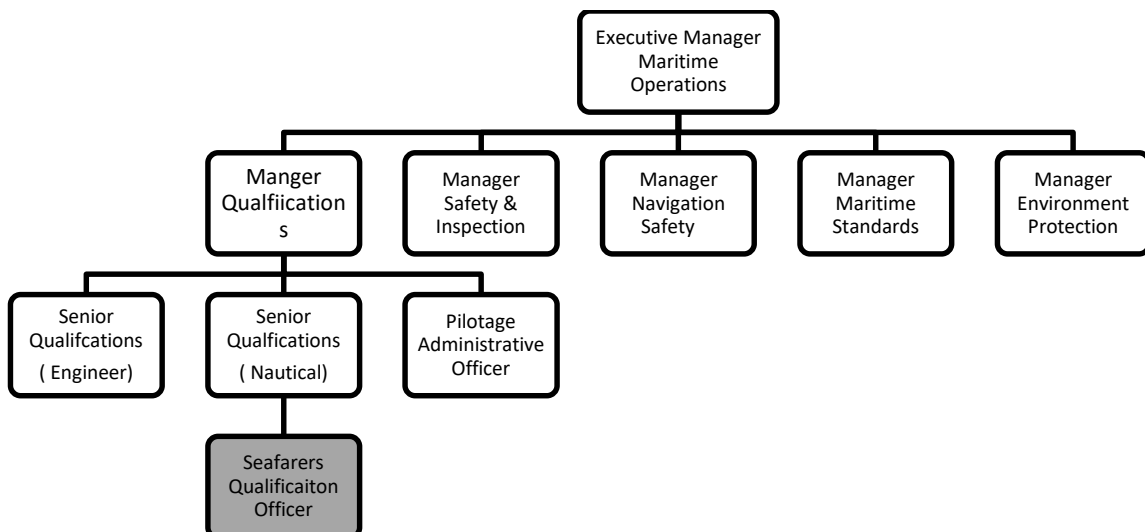
Budget: Nil

Equipment: Office equipment, access to up to date relevant publications, Electric Type writer, Laminator, Colour printer.

**4. Nature and Scope:**

- Reporting Relationships**

This is one of three (2) positions working closely with the Senior Qualifications officers.



- **Work Environment**

This position is located in Port Moresby and deals with seafarers and ship operators.

- **Constraints, Framework and Boundaries**

Merchant Shipping Act, Standard of Training, Certification & Watchkeeping (STCW), Coastal qualifications, NMSA Act, Corporate Plan, OH&S Act, Quality Procedure Manual for qualification.

- **Challenges**

- Ensure proper integrity and authenticity on certification process.
- Ensure prompt response to seafarers' queries.
- Ensure seafarers' qualifications data base is constantly updated and maintained.
- Ensure website is updated on a timely basis in liaison with IT department

- **Working Relationships**

*Internal*

- Manager Marine qualifications
- Other departmental managers and appropriate staff
- Qualification department staff, Seafarers Registration Officer

*External*

- PNG Maritime College
- Ship Owner / Operators
- Labor Department
- Other seafarers training institutions
- South Pacific Maritime Community (SPC)
- Seafarers

- **Skills, Knowledge, Qualifications, Experience**

*Skills*

- Good interpersonal skills
- Good communication skills
- Reasonable analytical skills
- Computer skills and MS applications
- Good report writing skills
- Planning, organisational and coordinating skills
- Ability to innovate and recommend better ways of doing things.

*Knowledge*

- Excellent knowledge of national and international maritime legislations and practices.
- Merchant Shipping Act
- Maritime Labour Convention 2006
- STCW and other relevant conventions
- Understanding of TARDIS application
- Understanding of seafaring profession

*Qualifications*

Minimum qualification is a diploma in Administration. A Master 3 / Engineer 3 would be desirable.

## ***Experience***

Minimum of 3-5 years as a Ship Registration Officer or experience working with a shipping company dealing with crew matters.

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

- ✓ Seafarers welfare issues i.e. superintend facilitate engagement and discharge of seaman in the measure provided by the act.
- ✓ To provide means or securing means of presence on board at the proper time of the seaman who are engaged.
- ✓ Transmit the complaint of a dispute of a foreign seaman of a vessel registered in a country other than PNG, whilst in PNG territorial waters with the Master, Owners, Agents and to the competent authority of the country of registration and copy such complaint shall be forwarded to the Director General, International Labor Organization Office (mainly through Executive Manager/ GM.)
- ✓ To perform such other duties relating to the seafarer trainees/apprentices and merchant ships are committed by the act.
- ✓ To conduct investigation case of suicide or death of a seaman/passenger and other seamen onboard PNG ships as per MSA or any death of a civilian due to ship operational activities in the wharf of at the anchorage within PNG.
- ✓ To facilitate making of apprenticeship to the sea service
- ✓ Seafarer discipline as catered for in the PNGMSA division7 section 141,
- ✓ Control and issue of **Official Log books, Crew Agreements part A&B** both to be issued and collected from vessels every 24 months,
- ✓ Act as a Liaison officer between ship's crew, Ships management and NMSA for crew complaints,
- ✓ Control of an approved seafarer Medical Doctor, register
- ✓ 1. Make the seafarer or his siblings to be aware of workers compensation agreements between the shipping company, insurers' etc
- 2. Receive crew lists from vessels at monthly intervals, at the beginning of a new voyage or when there is a crew change.
- ✓ Checking over Crowding of passenger vessels and Over loading of cargo vessels on behalf of the NMSA
- ✓ Carry out / Deal with tasks as pointed out in the following sections of the Merchant Shipping Act
  - 102 – Appointment of Labour Shipping Officer
  - 107 – Production of a Certificate of Competency
  - 111 – Approval of Agreements
  - 113 – Termination of Agreements
  - 115 – Labour Shipping Officer to Approve Employment of Citizen

- 117 – Regulation of Agreements
- 122 – Disputes
- 131 – Provisions and Water
- 133 – Complaints
- 140 – Regulations of Welfare
- 146 – Disciplinary Offenses
- 151 – Fees Payable in respect of Services of Labour Shipping Officers
- 159 – Inquiries into death or Serious Injuries
- 162 – Detention of a Ships
- 274 - Averment

**6. General Responsibilities**

These are standard to all NMSA Job Descriptions.

1. To adhere to all NMSA policies and directives including NMSA Act, Department of Transport Act/Regulations, HR policy Manual, and other relevant Acts and Policies & Procedures
2. To adhere to all employees’ responsibility and appropriate conduct stipulated in HR policy Manual
3. Equal Employment opportunity to promote equality of opportunity wherever possible
4. To be responsible of own safety and safety of your colleagues in accordance with Health and Safety clause in HR Manual, NMSA/Maritime Safety Act and OHS Act of PNG
5. To work in accordance with IT policies, email/internet and computer so that NMSA information is protected and not compromised
6. To “Walk the Talk” the NMSA Values, guided by her Vision and accomplishing the Mission
7. To undertake such other duties as may be reasonably instructed or assigned by the Manager Maritime Qualifications

**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**

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**Department Manager – Signature**

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**Print Name**

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**Date**