



**1. Job Description:**

<b>Position Title:</b> Senior Qualification Officer - Nautical	<b>Position No</b>	<b>Grade:</b> 15
<b>Incumbent:</b> Vacant		
<b>Division:</b> Maritime Administration	<b>Department:</b> Qualifications	<b>Section:</b>
<b>Immediate Supervisor:</b> Manager Maritime Qualifications	<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 provide advice and assistance to the management on regulatory requirements and operational standards for ship qualifications as well as ensure compliance with required standards and to achieve a required level of accountability and responsiveness to our key stakeholders.

**3. Dimension:**

Staff: 1

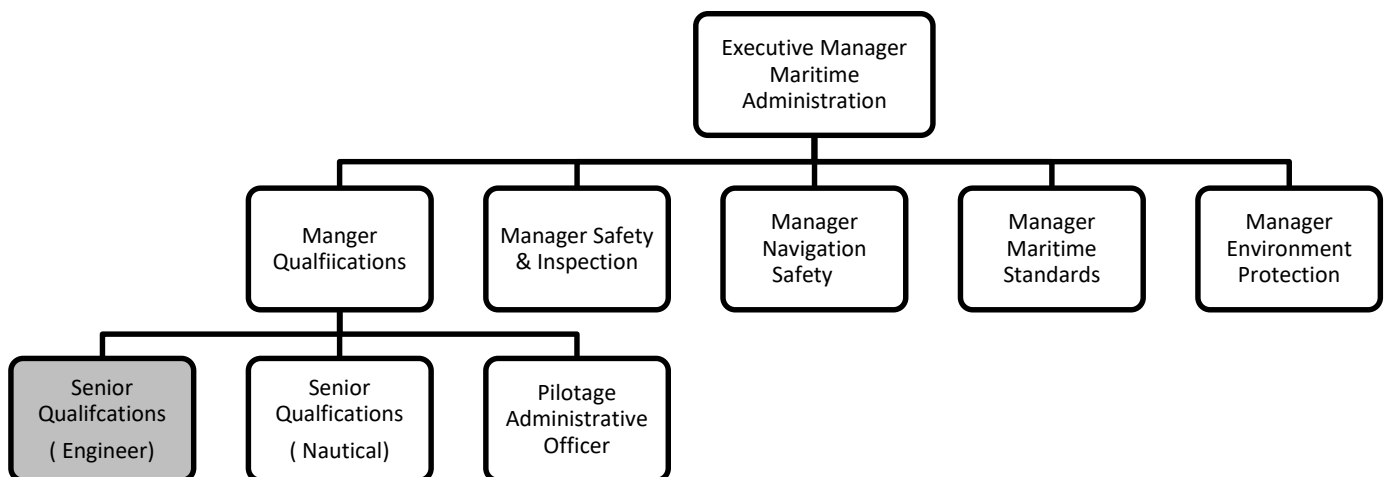
Budget:

Equipment: Travel And Related Document Issuance System (TARDIS), office equipment, access to up to date relevant publications, Electric Type writer, Computer, Laminator, Colour printer.

**4. Nature and Scope:**

- Reporting Relationships**

This is one of the two (2) positions reporting to Manager Maritime Qualifications.



- Work Environment**

This position is located in Port Moresby and deals with Seafarers Qualifications, qualification preferably with Diploma in Crew Management.

- **Constraints, Framework and Boundaries**

- Standard of Training, Certification & Watch keeping (STCW)
- Coastal qualification
- NMSA Corporate Plan
- OH&S Act
- Quality Procedure Manual for qualification

- **Challenges**

Assist Manager Qualifications On following Tasks:

- Ensure seafarers are properly trained with necessary skills, motivation and dedication.
- Ensure integrity of all certification.
- Attract and develop young aspiring human resource for seafarer career.
- Monitor national training institutions to ensure they are at par with international standards.
- To identify new and develop specialized qualifications for seafarers in country.
- Encourage shipping companies to develop seafarers career development plan.

- **Working Relationships**

Internal

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

External

- PNGMC
- Ship Owner/ Operators
- Labor Department
- Department of Transport
- Other seafarers training institutions
- South Pacific Maritime Community (SPC)

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

**Skills**

- Excellent leadership skills
- Good interpersonal skills
- Advance communication skills
- Good level of analytical skills
- Advance Computer skills
- Good report writing skills
- Ability to mentor and manage
- Planning and organisational Skills
- High proficient in TARDIS application
- 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

### ***Qualifications***

- Master 2 / Engineer 2 with Diploma in Crew management or equivalent or,
- Degree in Science with Diploma In Crew management

### ***Experience***

- Minimum of 3 years as a Qualifications Officer and or Maritime Lecturer in an accredited maritime college with relevant managerial experience in the maritime roles.
- Must possess experience in quality audits.

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

- Effectively deal with deck qualification queries within the guidelines of legislation and liaise with industry on marine qualifications issues
- Approval of deck certificates in Marine Qualifications System
- Conducting deck examiner training and recommend for appointment. Conduct oral examination audits as required to ensure uniformity of approach and adherence to procedures
- Conducting of oral examinations for the issue of deck certificates
- Provide high level professional advice on issues pertaining to NMSA's marine qualifications responsibilities to MO officers and rge MS & ES unit as required
- Continue to help facilitate the implementation of the standards of the STCW Convention as amended with respect to STCW regulations 2002
- Develop and implement quality systems for the approval and audit of maritime training organisations and courses approved by NMSA under appropriate PNG legislation
- Conduct training seminars, chair meetings, leads discussions and represent NMSA at meetings conferences when required
- Assist the Manager to evaluate overseas qualifications and courses and set up bilateral arrangements for recognition of overseas qualifications

## **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**

\_\_\_\_\_  
**Department Manager – Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**