



NATIONAL MARITIME SAFETY AUTHORITY

1. POSITION IDENTIFICATION:

Position Title: Standards Auditor

Position No: NMSAMS.00

Grade: 13

Incumbent: *Vacant*

Division: Maritime Administration

Branch: Maritime Standards

Section: Audits

Immediate Supervisor:
Senior Standards Auditor

Highest Subordinate/s:
Nil

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.

Accountable to the Senior Standards Auditor, is required to undertake a coordinated approach to the implementation and administration of an internal audit programme to ensure that standards are maintained in accordance with the Policies, Practices and Procedures Manuals and in conformity with the NMSA Audit Manuals, the Implementation of IMO Instruments Code and the accompanying Non-exhaustive list on IMO mandatory obligations.

3. DIMENSION:

Staff: Nil

Operating Budget: Nil

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

4. NATURE AND SCOPE:

4.1 REPORTING RELATIONSHIPS

This position reports directly to the Senior Standards Auditor.

4.2 WORK ENVIRONMENT

Located at NMSA Head Office, Port Moresby with periodic visits to NMSA Regional Offices.

4.3 CONSTRAINTS, FRAMEWORK AND BOUNDARIES

Operate within the boundaries of relevant national legislations and international conventions pertaining to maritime safety including the application of the Implementation of IMO Instruments Code and its accompanying Non-exhaustive list of mandatory obligations, the NMSA Audit Manual, the International Conventions of SOLAS, MARPOL, STCW, Merchant Shipping Act and the Marine Pollution Acts including their subordinate regulations, National Maritime Safety Authority Act and the Corporate Plan.

4.4 CHALLENGES

- Ensuring timely feedback on compliance issues against mandatory obligations.
- Ensure NMSA and industry operators are conformed to changes within the maritime industry
- Ensuring timely auditing process is carried out
- Keeping abreast with new conventions, amendments and resolutions and ensure staff are well versed.

4.5 WORKING RELATIONSHIPS

4.5.1 Internal

- Manager Maritime Standards and Department staff.
- Maritime Operations Division
- Maritime Administration Division
- Other Departments: Corporate Strategy and Quality Assurance and Legal Services
- Executive Management

4.5.2 External

- International Maritime Organization (IMO)
- Relevant International and regional organizations
- Maritime industry
- Relevant government departments and agencies

4.6 QUALIFICATIONS, KNOWLEDGE, SKILLS, EXPERIENCE

4.6.1 Qualification

Minimum qualification is a Bachelor's Degree in Law, Business Administration or Certificate of Competency in maritime.

4.6.2 Knowledge

- Knowledge on ISO 19011 Management systems auditing
- Relevant international maritime conventions – SOLAS, MARPOL and STCW
- International Maritime Organization (IMO)
- United Nations Convention on the Law of the Sea (UNCLOS)

4.6.3 Skills

- Understanding operations and practices within the maritime administration and the maritime industry
- Analytical skills in order to undertake data/statistical analysis and/or quality assurance
- Ability to undertake research and conduct review of relevant materials and documents to ensure the Administration's knowledge of standards and compliance obligations;
- Understanding levels of potential risks and how to address each risk
- Good stakeholder engagement skills and
- Sound understanding on structuring specific reports and presentations
- Innovative and a self-starter

4.6.4 Experience

Minimum of 2 years in maritime auditing, general auditing roles and/or is a certified internal auditor

5. **Principal Accountabilities & Service Standards**

Working closely with the Senior Standards Auditor, the Standards Auditor will undertake the following:

- Assist with planning and implementing the standards internal audit programme to ensure that national and international standards are consistently conformed to;
- Provide assistance in ensuring technical departments activities are in compliance to national and international standards.
- Be guided to assist departments to effectively review and update maritime operations and maritime administration's Policies, Practices and Procedures Manuals as required.
- Collaborate and assist in the preparation of accurate periodical audit reports to relevant department heads, senior management and executive management.

- Ensuring necessary resources and support are provided to the auditors or audit team (internal and external) and;
- Conduct research into matters affecting safety as identified in the audit report and making recommendations to the Senior Standards Auditor.
- To be responsible of own safety and safety of your colleagues in accordance with Health and Safety clause in HR Manual, NMSA Act and the Public Service General Orders
- To work in accordance with ICT policies, so that NMSA information is protected and not compromised
- To uphold the NMSA Values, guided by her Vision and accomplishing the Mission
- To undertake such other duties as may be reasonably instructed or assigned by Manager Maritime Standards and Compliance.

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