

## JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
<b>Job Title:</b>	<b>Maritime Officer</b>	<b>Direct Reports:</b>	1
<b>Reports to:</b>	Ship Surveyor	<b>Internal Contacts:</b>	All Employees
<b>Department:</b>	Maritime	<b>External Contacts:</b>	General Public

## JOB SUMMARY

To administer and enforce Shipping Legislations and IMO Conventions whilst providing effective responses to maritime incidents and essential port functions.

## DUTIES AND RESPONSIBILITIES

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- Enforce Maritime Laws and regulations.
- Assist with Flag (National) and Port State (Foreign) Inspections.
- Assist with investigations.
- Assist with Maritime Training.
- Assist with ISPS oversight and compliance.
- Oversee and supervise Boating Drills (Fire and Man-over board).
- Check the certification of officers and crew, and operating practices.
- Verify the maintenance of lifesaving and firefighting equipment.
- Provide safety advice to boaters.
- Perform any other duties which may be assigned from time to time.

## QUALIFICATIONS

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Associate Degree or Diploma in Marine Science, Marine Biology or related field with one year working experience in the field;

Relevant nautical experience and training;

Knowledge of the Shipping Act No. 11 of 1994.

Experience working within the Maritime Industry and Port Operations with five years experience in the field;

Must be the holder of a valid Driver's License.

## **KNOWLEDGE, SKILLS AND ABILITIES**

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- Customer service skills;
- Excellent interpersonal, communication skills.
- Advanced knowledge of and proficiency in MS Office Suite.
- Outstanding problem-solving skills.
- Excellent time management and organizational skills.
- Excellent writing skills.
- Active listening Skills.