

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Manager – Seaport Logistics	Direct Reports:	Coordinator Operations and Logistics (North; Coordinator Operations and Logistics (South) Supervisor – Seaport Services
Reports to:	Senior Manager - Seaports	Internal Contacts:	All Employees
Department:	Seaport Operations	External Contacts:	Agents, Port Users, Customs, and Customers
Classification	Grade 5	Date	August 2024

JOB SUMMARY:

The Manager of Seaport Logistics is a key leader in the management and operation of SLASPA's seaports. This role involves overseeing daily port activities, ensuring adherence to maritime regulations, optimizing operational efficiency, and assisting the Senior Manager of Seaports in strategic planning and execution. Additionally, the Manager of Seaport Logistics will collaborate with key stakeholders, manage budgets, and implement policies to enhance the competitiveness and sustainability of the Seaports.

DUTIES AND RESPONSIBILITIES

- **Operational Leadership:**
 - Oversee daily operations of seaports, ensuring efficient cargo handling, vessel scheduling, equipment availability and port facility management.
 - Monitor and improve operational performance, addressing issues promptly to minimize disruptions.
 - Monitor and manage port performance metrics to ensure operational excellence and report on their effectiveness
 - Ensure all operations comply with local, national, and international maritime regulations and environmental standards.

- **Strategic Planning:**
 - Assist the Senior Manager Seaports in developing and implementing long-term strategic plans for port development, expansion, and modernization.
 - Analyze market trends and data to identify opportunities for growth and innovation within the seaport sector.
 - Contribute to the planning and execution of infrastructure projects that enhance port capacity and capabilities.
 - Identify opportunities for enhancing port services and infrastructure to meet future demands

- **Stakeholder Engagement:**
 - Serve as a primary point of contact for port users, shipping lines, government agencies, and other stakeholders.
 - Represent the seaports in meetings, conferences, and negotiations, fostering strong relationships and partnerships.

- Address stakeholder concerns and ensure high levels of customer satisfaction.
- **Financial Management:**
 - Develop and manage budgets for port operations, ensuring cost-effectiveness and alignment with organizational goals.
 - Oversee revenue generation activities, including tariff reviews, lease agreements, and service contracts.
 - Monitor financial performance and report on key metrics to senior management.
- **Team Management and Development:**
 - Lead, mentor, and develop a team of staff, fostering a culture of continuous improvement and accountability.
 - Ensure adequate staffing levels and provide training and professional development opportunities to enhance team performance.
 - Promote safety, diversity, and inclusion within the workforce.
- **Regulatory Compliance and Risk Management:**
 - Ensure that all port activities comply with applicable laws, regulations, and industry standards.
 - Develop and implement risk management strategies to protect port assets and ensure business continuity.
 - Oversee environmental sustainability initiatives, promoting eco-friendly practices and reducing the port's carbon footprint

QUALIFICATIONS

- Bachelor's degree in Maritime Management, Business Administration, Logistics, Engineering, or a related field plus five (5) years relevant working experience

KNOWLEDGE, SKILLS & ABILITIES

- Demonstrates a high level of confidentiality at all times
- Ability to function with a team environment.
- Ability to be flexible with work assignments.
- Ability to use one's initiative and be proactive.
- Ability to stimulate and manage change and develop strong teams.
- Excellent interpersonal and communication skills.
- Advanced knowledge of and proficiency in technological innovative tools.
- Excellent problem-solving skills.
- Excellent time management and organizational skills.
- Active listening skills and attention to detail.
- Strong investigative skills
- Strong conflict resolution skills
- Ability to perform under pressure and at short notice

SIGNATURE

I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : _____

Employee's Signature : _____

Date : _____