

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Port State Control Officer	Direct Reports:	Nil
Reports to:	Ship Surveyor/Inspector	Internal Contacts:	SLASPA Employees
Department:	Division of Maritime Affairs	External Contacts:	SLASPA Stakeholders
Classification	Grade 10	Revised	July 2024

JOB SUMMARY:

To ensure that Saint Lucian registered ships, and foreign flagged ships calling at Saint Lucian ports, are in full compliance with all the relevant national and international conventions, rules and regulations. To liaise with recognized organizations and ship owners/managers in order to ensure effective implementation of international standards and carry out such investigations, audits, or inspections as deemed necessary.

DUTIES AND RESPONSIBILITIES

Principal Duties

- To ensure that Saint Lucian flagged ships are at all times in full compliance with all the relevant national and international standards.
- To assist in the implementation of Merchant Shipping Legislation and International Maritime Safety and pollution prevention conventions.
- To maintain extensive liaison with external regulatory authorities, government agencies and ship owners/managers
- To monitor closely the work (surveys and certification) carried out by recognized organizations authorized to carry out statutory work on behalf of the Government of Saint Lucia and to monitor and authorize the issuance of exemption certificates, conditional certificates and extensions of validity.
- To carry out investigations following the detention of Saint Lucian ships by other port States in foreign ports.

- To assign inspections, monitor and initiate follow up action on flag State inspections carried out by appointed Saint Lucian flag State inspectors abroad.
- To carry out port State control inspections on foreign flagged ships calling at Saint Lucian ports, in order to verify that the state of the ship and its crew are in conformity with international standards.
- To implement policies established by the DMA on the implementation and enforcement of IMO/ILO conventions, and national legislation.

Operational Management

- To make recommendations for the development of administrative procedures to support and maintain measures for the effective application and enforcement of IMO/ILO Conventions, and national legislation.
- To develop and maintain effective and efficient communication and co-ordination arrangements and best work practices with other members of the Technical Department and the DMA.
- To assist in the training of new personnel attached to the Technical Department whenever requested to do so.
- To keep abreast with developments in the maritime domain especially with regards merchant shipping.

Team Management

- To cultivate productive working relationships through internal teamwork networks.
- To contribute knowledge and experience for the benefit of other inspectors to assist each other towards the achievement of shared goals.

Quality Assurance

- To adhere with written Department operating procedures and indicate gaps in procedures as written as applied.
- To report on the projects and activities undertaken.
- To ensure a high level of service throughout.

Personal Development

- To ensure dedication to safety and the protection of the marine environment.

- To ensure well developed communication skills and demonstrate interpersonal skills with the ability to liaise with a variety of individuals and organizational representatives, including those from differing cultural backgrounds.
- To ensure strong commitment to professional learning and self-development.

Internal Relations

- To establish good working relationships with other DMAs and Units.

External Relations

- To maintain effective customer relations throughout.

QUALIFICATIONS

- Associate Degree/Diploma in Maritime Safety, Port State Control, Engineering or an equivalent discipline, plus three (3) years' experience in the Maritime Sector;

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates a high level of confidentiality, competency and professionalism at all times
- Excellent interpersonal and communication skills.
- Excellent people management skills.
- Excellent IT Application skills.
- Experience in the Maritime sector.
- Practical experience in shipping.
- Practical knowledge of quality assurance.
- Knowledgeable on National, Regional and International developments in the transport sector
- Highly organized, rational and able to make decisions.
- Ability to meet deadlines and perform under pressure.
- Well-developed problem-solving skills.
- Positive attitude and able to challenge objectively.
- A high level of personal drive, perseverance, and logic.
- Trustworthy and of high moral integrity.

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 : _____