

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Maritime Officer	Direct Reports:	Nil
Reports to:	Ship Surveyor/Inspector III	Internal Contacts:	All Employees
Department:	Division of Maritime Affairs	External Contacts:	Stakeholders, Government Ministries/Agencies, RSLPF
Classification	Grade 6	Revised	June 27, 2024

JOB SUMMARY

The job holder is required to administer and enforce Shipping Legislation and IMO Conventions whilst providing effective responses to maritime incidents and essential port functions.

DUTIES AND RESPONSIBILITIES

- Enforces Maritime Laws and regulations in accordance with National Legislation
- Assists with Flag (National) and Port State (Foreign) Inspections.
- Assists with Maritime incident and accident investigations
- Assists with Maritime Training and outreach programs
- Assists with ISPS oversight and compliance.
- Oversees and supervises Boating Drills (Emergency).
- Verifies vessel documentation, operating practices and certification of officers and crew
- Verifies the maintenance of lifesaving and firefighting equipment.
- Provides safety advice to Seafarers .
- Performs any other related duties as assigned by the Supervisor from time to time.

QUALIFICATIONS

- Associate Degree/Diploma in Marine Science or related field with three (3) years relevant working experience;
- Relevant nautical experience and training
- Certificate of competency as a Boat Master/Engineer
- A valid Boat Masters License
- A valid Driver's License

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrates a high level of confidentiality, competency and professionalism at all times
- Knowledge of the Shipping Act No. 11 of 1994.
 - Excellent Customer service skills;
 - Excellent interpersonal and communication skills.
 - Advanced knowledge of and proficiency in technological innovative tools
 - Sound problem-solving skills.

- Excellent time management and organizational skills.
- Active listening Skills and attention to detail
- Functions within a team environment
- Ability to be flexible with work assignments
- Ability to work under pressure and at short notice
- Ability to use one's initiative and be proactive

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 : _____