1. Ministry: Ministry of Employment and Human Resource											
2. Position Title: Marine Officer Class I	3.	Salary Level	: 6-5		4.	Divisio	n: <i>Mari</i>	ne Trai	ning Centr	re	
5. Reports To: <i>Captain Superintendent</i>	6.	Direct Repor	rts: (Writ	e No. &	Position	ı Title):	Captair	ı Superi	ntendent		
7. Primary Objective of the Position: <i>Providing com</i>		-									
3				0	8			8			
8. Position Overview: Assisting the Captain Superior	ntend	lent to fulfil t	he MTC	missio	n						
9. Financial:		10. Lega	ıl:								
i. Recurrent budget		i. 1	Kiribati N	lationa	l Condi	tion of S	Service 2	020			
ii. Annual financial assistant		ii. 1	Procurem	ent act	2019.						
iii. Control and verifying Administration departm	nent	iii. 1	Kiribati N	laritim	e Act 20)17					
order.		iv. 1	MS Polic	y MTC	, ,						
		v.]	ISM	-							
		vi. 1	SPS								
		vii. 1	MTC Ass	essmer	nt Policy	& Proc	cedures				
			MTC OH		2						
		ix. 1	MTC Dep	artmer	nt opera	tion Ma	nual				
			Company								
			Kiribati S								
			Merchant			2006					
			Financial		0						
			Kiribati N								
		xv.	Environn	nental A	Act as ai	nended	[
		xvi.	MLC 200	6							
		xvii. S	STCW78	as ame	nded						
			STWC-F								
		xix. (Gender a	nd Sexu	1al Hara	assment	t Policy,	Violent	& Bullyin	g	
11. Internal Stakeholders: 12. External Stakeholders:			<u></u>	0							
Subject Captain DSC/QMC HoD Doctor		Subject		MFED	Marine	Resp.	Hospital	Donors	PUB/PWU	Crewing	
Superintendent					Division	Port	-			Agent	
Damage ✓ ✓ ✓ Injuries ✓ ✓ ✓ ✓		Damage	~			Author			✓		
Incidents 🗸 🗸 🗸		Maintenance	 ✓ 						√		
Maintenance ✓ Purchases ✓		Injuries Purchasing	~	✓			~	✓			
Purchases ✓ ✓ Claims ✓ ✓ ✓		Certificates		·	✓			, , , , , , , , , , , , , , , , , , ,		✓	

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POSITION DESCRIPTION				
Certificate ✓ 	✓ Courses ✓	✓ ✓ ✓ ✓ ✓		
Management v v v v v v v v v v v v v v v v v v v	✓ Regulations ✓	\checkmark \checkmark \checkmark		
Courses ✓ To be referred to: Captain Superintenden	To be referred to Manager:	SRO		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes		
MTC's Integrated Management System	Monitor the implementation of policies and procedures laid down in MTC's IMS incl. Annex and Dep't Operational Manual	• MTC's IMS is valid an effective MTC is managed in accordance with ISO 9001, ISO 4001 & ISO 45001.		
• MTC's certificates	 Monitor and manage course records, course lists, exam results and electronic database Ensure that all staff concerned complies with relevant policies and procedures Ensure that issuing of certificates is efficient and customer-friendly 	 STCW, STCW-F and MLC standards in combination with Dep't Operational Manual regulations are fully met All students graduate from MTC with valid and proper certificates and other documents needed, especially passport and discharge book 		
MTC's accounts	Monitor and manage work of MTC's accountants	 Regulations laid down in national legislation and in Dep't Operational Manual regulations are fully met all financial matters are processed correctly 		
MTC's students' files	• Monitor and manage students' files Register students' overtimes	• Students' files are complete and up-to-date		
MTC's staff affairs	 Monitor and manage personal files Monitor and manage holiday entitlements Manage and monitor salary entitlements Manage and monitor sick leave 	• Regulations laid down in the National Conditions of Service are fully met all staff affairs are clarified efficiently and fair		

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Intake of MTC's courses	Coordinate the intake of IDF, FVP and BSH courses	Regulations laid down in MTC's Intake Policy are fully met
• MTC's filing system and archive	Monitor and manage MTC's filing system and archive	all records and documents are in a good condition and can be found easily, as a hard-copy or as a electronic file

14. Key Challenges	15. Selection Criteria
Expense Management.	15.1 PQR (Position Qualification Requirement): Chief Mate Foreign Going with at least 2 years sea experience as a Nautical Officer onboard international trade ships,
	OR,
	Second Mate Foreign Going with at least 3 years' experience as a Nautical officer onboard international trade ships. Additionally, Certificate in Teaching Qualification is an advantage with good English and Leadership
	Experience : Teaching at least 1 year At least 3 years taking a watch on foreign vessels
	Job Training: • Navigator • Fire Fighter • TOT • Maths and Physics
	15.2 Key Attributes (Personal Qualities):
	1. Knowledge: Vessel Handling Microsoft word and excel Communication
	2. Skills: Lesson Delivery

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Counselling	
3. Attributes: Sober Competent Patient Drive for self-improvement	
Empathy	
Adaptable	

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