

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: <i>Ministry of Employment and Human Resource</i>		
2. Position Title: <i>Marine Officer Class II</i>	3. Salary Level: 9-7	4. Division: <i>Marine Training Centre</i>
5. Reports To: <i>Chief Officer</i>	6. Direct Reports: (Write No. & Position Title): <i>Captain Superintendent</i>	
7. Primary Objective of the Position: <i>Providing competent deck Officers. Providing knowledgeable and skilled ratings.</i>		

8. Position Overview: Assisting the Captain Superintendent to fulfil the MTC mission

<p>9. Financial:</p> <ul style="list-style-type: none"> i. Recurrent budget ii. Annual financial assistant iii. Control and verifying Administration department order. 	<p>10. Legal:</p> <ul style="list-style-type: none"> i. Kiribati National Condition of Service 2020 ii. Procurement act 2019. iii. Kiribati Maritime Act 2017 iv. IMS Policy MTC v. ISM vi. ISPS vii. MTC Assessment Policy & Procedures viii. MTC OHS & EQ Policy ix. MTC Department operation Manual x. Company Business Ethic xi. Kiribati Shipping Act xii. Merchant Shipping Act 2006 xiii. Financial Regulation 2012 xiv. Kiribati Maritime Bill 2016 xv. Environmental Act as amended xvi. MLC 2006 xvii. STCW78 as amended xviii. STWC-F xix. Gender and Sexual Harassment Policy, Violent & Bullying
---	--

<p>11. Internal Stakeholders:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Subject</th> <th>Captain Superintendent</th> <th>DSC/QMC</th> <th>HoD</th> <th>Doctor</th> </tr> </thead> <tbody> <tr> <td>Damage</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> </tr> <tr> <td>Injuries</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Incidents</td> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> </tr> <tr> <td>Maintenance</td> <td></td> <td>✓</td> <td>✓</td> <td></td> </tr> <tr> <td>Purchases</td> <td>✓</td> <td></td> <td>✓</td> <td></td> </tr> <tr> <td>Claims</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> </tr> </tbody> </table>	Subject	Captain Superintendent	DSC/QMC	HoD	Doctor	Damage	✓	✓	✓		Injuries	✓	✓	✓	✓	Incidents	✓	✓	✓	✓	Maintenance		✓	✓		Purchases	✓		✓		Claims	✓	✓	✓		<p>12. External Stakeholders:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Subject</th> <th>MEHR</th> <th>MFED</th> <th>Marine Division</th> <th>Resp. Port Author</th> <th>Hospital</th> <th>Donors</th> <th>PUB/PWU</th> <th>Crewing Agent</th> </tr> </thead> <tbody> <tr> <td>Damage</td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>✓</td> <td></td> </tr> <tr> <td>Maintenance</td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>✓</td> <td></td> </tr> <tr> <td>Injuries</td> <td>✓</td> <td></td> <td></td> <td></td> <td>✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Purchasing</td> <td></td> <td>✓</td> <td></td> <td></td> <td></td> <td>✓</td> <td></td> <td></td> </tr> <tr> <td>Certificates</td> <td></td> <td></td> <td>✓</td> <td></td> <td></td> <td></td> <td></td> <td>✓</td> </tr> </tbody> </table>	Subject	MEHR	MFED	Marine Division	Resp. Port Author	Hospital	Donors	PUB/PWU	Crewing Agent	Damage	✓						✓		Maintenance	✓						✓		Injuries	✓				✓				Purchasing		✓				✓			Certificates			✓					✓
Subject	Captain Superintendent	DSC/QMC	HoD	Doctor																																																																																						
Damage	✓	✓	✓																																																																																							
Injuries	✓	✓	✓	✓																																																																																						
Incidents	✓	✓	✓	✓																																																																																						
Maintenance		✓	✓																																																																																							
Purchases	✓		✓																																																																																							
Claims	✓	✓	✓																																																																																							
Subject	MEHR	MFED	Marine Division	Resp. Port Author	Hospital	Donors	PUB/PWU	Crewing Agent																																																																																		
Damage	✓						✓																																																																																			
Maintenance	✓						✓																																																																																			
Injuries	✓				✓																																																																																					
Purchasing		✓				✓																																																																																				
Certificates			✓					✓																																																																																		

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

Certificate	✓		✓	
Management reviews	✓	✓	✓	
Courses		✓	✓	

Courses	✓		✓	✓				✓
Regulations	✓		✓	✓				✓

To be referred to: **Captain Superintendent**

To be referred to Manager: **SRO**

13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

- *KDP/KPA: e.g., 1. Human resource Development and 5. Good Governance*
- *MOP Outcome: 1. HRD 1.3 and 5. Governance 5.1.1*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> • Lesson plans and curriculum 	Preparing of curriculum and lesson plans, collecting of articles and compile units into modules.	Lesson delivery is not chaos and mixed up and the trainees are able to learn slowly directly to the main core to gain understanding and knowledge
<ul style="list-style-type: none"> • Teaching of IDF trainees 	Deliver standard curriculum according to the safe working environment on board the vessels. Evaluating, moderating and assessing of trainees test and exam result	Trainees are able to understand and know the actual life and environment at sea while away from home. And also be able to return home safe. Quality trainees output.
<ul style="list-style-type: none"> • Hand out review 	Review trainees notes and handout to make sure the standard of training (STCW) are met.	Trainees obtain the updated training. Working on board continues No rejections of Ikiribati's seaman from international shipping companies
<ul style="list-style-type: none"> • Intake coordinator 	Arranging of Instructors involved in the intake, Preparing forms, equipment's, and monitoring of the flight and ships schedules.	Cost effective, Time consistent
<ul style="list-style-type: none"> • Deck Officers Course coordinator 	Evaluating applications forms, prepare of screening test. Selecting of recommended candidates. Planning of lesson timetable and monitoring module assessment. Deliver officers standard training to young Ikiribati. Moderating and assessing the candidates Moderating candidates test results	Time consistent, cost effective and meeting target. Quality young I-Kiribati are able to drive the ship of their tonnage. I-Kiribati families earn more cash for good and better life. Gained the Quality output .
<ul style="list-style-type: none"> • Trainees Daily Activities & Health 	Preparing of trainees daily watchplan, recording and monitoring of trainees attendance, sick and performance.	Trainees be able to understand to watch rotation implemented on board the vessel. Trainees remain healthy and having good performances.

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by:	Date of Issue:
---------------------	-----------------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> • Expense Management. 	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Diploma in Nautical Science with 1-year relevant work experience plus Third Mate Foreign Going License</p> <p>Job Training:</p> <ul style="list-style-type: none"> • Navigator • Fire Fighter • TOT • Maths and Physics
	<p>15.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none"> 1. Knowledge: <i>Vessel Handling Microsoft word and excel Communication</i> 2. Skills: <i>Lesson Delivery Counselling</i> 3. Attributes: <i>Sober Competent Patient Drive for self-improvement Empathy Adaptable</i>

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by:

Date of Issue: