

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: <i>Ministry of Employment and Human Resource</i>																																																																																													
2. Position Title: <i>Chief Officer</i>		3. Salary Level: <i>6 -5</i>		4. Division: <i>Marine Training Centre</i>																																																																																									
5. Reports To: <i>Deputy Captain Superintendent</i>		6. Direct Reports: (Write No. & Position Title): <i>Captain Superintendent</i>																																																																																											
7. Primary Objective of the Position: <i>Planning and monitoring the daily running of the Institutes. Planning of Instructors and Trainees daily routine and watch plan. Planning daily maintenance and monitoring ISPS.</i>																																																																																													
8. Position Overview: <i>Assisting the Captain Superintendent to fulfil the MTC mission</i>																																																																																													
9. Financial: <ul style="list-style-type: none"> i. Recurrent budget ii. Annual financial assistant iii. Control and verifying Deck department order. 			10. Legal: <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 																																																																																										
11. Internal Stakeholders: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Subject</th> <th style="width: 15%;">Captain Superintendent</th> <th style="width: 15%;">DSC/QMC</th> <th style="width: 15%;">HoD</th> <th style="width: 15%;">Doctor</th> </tr> </thead> <tbody> <tr> <td>Damage</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Injuries</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Incidents</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Maintenance</td> <td></td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Purchases</td> <td style="text-align: center;">✓</td> <td></td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Claims</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td></td> </tr> </tbody> </table>			Subject	Captain Superintendent	DSC/QMC	HoD	Doctor	Damage	✓	✓	✓		Injuries	✓	✓	✓	✓	Incidents	✓	✓	✓	✓	Maintenance		✓	✓		Purchases	✓		✓		Claims	✓	✓	✓		12. External Stakeholders: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 15%;">Subject</th> <th style="width: 10%;">MEHR</th> <th style="width: 10%;">MFED</th> <th style="width: 10%;">Marine Division</th> <th style="width: 10%;">Resp. Port Author</th> <th style="width: 10%;">Hospital</th> <th style="width: 10%;">Donors</th> <th style="width: 10%;">PUB/PWU</th> <th style="width: 10%;">Crewing Agent</th> </tr> </thead> <tbody> <tr> <td>Damage</td> <td style="text-align: center;">✓</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Maintenance</td> <td style="text-align: center;">✓</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Injuries</td> <td style="text-align: center;">✓</td> <td></td> <td></td> <td></td> <td style="text-align: center;">✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Purchasing</td> <td></td> <td style="text-align: center;">✓</td> <td></td> <td></td> <td></td> <td style="text-align: center;">✓</td> <td></td> <td></td> </tr> <tr> <td>Certificates</td> <td></td> <td></td> <td style="text-align: center;">✓</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table>		Subject	MEHR	MFED	Marine Division	Resp. Port Author	Hospital	Donors	PUB/PWU	Crewing Agent	Damage	✓						✓		Maintenance	✓						✓		Injuries	✓				✓				Purchasing		✓				✓			Certificates			✓					✓
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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"> • Daily Maintenance 	Collecting and planning of trainee's daily maintenance within all buildings and externally around the buildings and compound.	Buildings and equipment in the institutes last long. Trainees are able to carry out safety practical training in de-rusting of steel and metal corrosion prevention. Danger free
<ul style="list-style-type: none"> • Watch plan 	Planning and monitoring of the trainee's watch plan and Instructors duty plan.	Time management, Rest hours controlled
<ul style="list-style-type: none"> • Trainees Overtime 	Recording, controlling and implementing the punishment scale for each offence including the academic result. Monitoring trainees overtimes not to reach the final level.	Trainee's Discipline and performance improved. Best and obedient trainees output
<ul style="list-style-type: none"> • Trainees Discipline 	Monitoring of trainee's performance and activities.	Trainee's Discipline and performance improved
<ul style="list-style-type: none"> • Deck Officers Course Tutor 	Deliver deck Officers modules course to candidates. Preparing class work record, lesson plans and scheme of work. Checking of course materials to be sufficient in stock.	Best qualifications
<ul style="list-style-type: none"> • ABM 	Raise and discuss queries from all department at the ABM. (Annual Board Meeting)	Problem solving, consistent, transparent
<ul style="list-style-type: none"> • BOS 	Collecting information from Instructors, facts and issues to develop the training, and	The Management is able to acknowledge the failures from the teaching side need to be reviewed and

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	consequences which need to be improved for the betterment of the training and output.	improved. Lesson modules and lesson delivery are inline with STCW
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14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> • <i>Expense Management.</i> • <i>Student family problems & bullying.</i> • <i>Lack of funding.</i> • <i>Lack of effective communication.</i> • <i>Being encouraging and motivating under challenging times.</i> • <i>Disciplining students.</i> • <i>Endless paperwork & extended working hours.</i> 	<p>15.1 PQR (Position Qualification Requirement):</p> <ul style="list-style-type: none"> • <i>Chief Mate Foreign Going A-II/2</i> • <i>OOW Reg II/I</i> • <i>Third Mate on Foreign Going Vessels</i> <p>Education: <i>International Recognized Maritime College</i></p> <p>Experience: <i>Teaching at least 1 year</i> <i>At least 3 years taking a watch on foreign vessels</i></p> <p>Job Training:</p> <ul style="list-style-type: none"> • <i>Leadership</i> • <i>Time management</i> • <i>Communication</i> • <i>Safety</i> <hr/> <p>15.2 Key Attributes (Personal Qualities):</p> <p>Knowledge:</p> <ul style="list-style-type: none"> • <i>Vessel Handling</i> • <i>Microsoft word and excel</i> • <i>Problem solving</i> <p>Skills:</p> <ul style="list-style-type: none"> • <i>Leadership</i> • <i>Time Management</i> • <i>Decision making</i> • <i>Problem Solving</i> <p>Attributes:</p>

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	<ul style="list-style-type: none">• <i>Sober</i>• <i>Competent</i>• <i>Patient</i>• <i>Drive for self-improvement</i>• <i>Empathy</i>• <i>Adaptable</i>

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