

GOVERNMENT OF KIRIBATI

Position Description

Position Title: Maritime Auditor	Division: Marine Division Ministry of Information, Communications, Transport & Tourism Development
Salary Level: 5	
Reports To: Secretary	Direct Reports: Director of Marine (DOM)
<p>Primary Objective Maritime Auditor for Kiribati for Flag State Vessels, Ship Operational Plans, International Safety Management (ISM), the International Ship and Port Facility Security (ISPS), and to the International Maritime Organisation and Labour Conventional compliances (IMO and ILO). Conduct Internal and External Maritime Audits including Shore-based Maritime and Shipping Organizations and to Kiribati Flagged Ships. Act as Kiribati Maritime Administrator Assistance under IMO's Global Integrated Shipping Information System (GISIS). Efficiency of Maritime Compliance to Maritime Safety and Service Quality.</p>	

Decision Making Authority	Key Contacts	Frequency and purpose
<p>Without referral to Manager</p> <ul style="list-style-type: none"> - Review and Monitor compliance of Quality Management System - Preparation and Provision of Maritime Audits and Audit Reports - Conducting Internal and External Operational Maritime Audit - Auditing maritime compliance including Auditing of Crewing Agencies, Ship Operators and Owners, Shipping Agencies, Port Operators and compliance to ISO Standards) of Maritime and Maritime related Training Institutions, Corporations, Recognised Organisations, Shipping Agents, Shipping Companies and Operators, Port Operators Conduct Audit on all Kiribati flagged vessels. 	DOM	<ul style="list-style-type: none"> - Daily and as and when required to ensure efficiency and effectiveness to Maritime Compliance - As and when required - As and when required - On a scheduled time frame in accordance with rules

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. Staff will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

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<p>After consultation with Managers or others</p> <ul style="list-style-type: none"> - Updating Quality Management System - Review and Update Safety Operational Plans in respect to IMO and ILO Maritime Conventional Requirements’ - Communicate with Recognised Organisations under IACS - Provision of Corrective Action Reports and Maritime Audit Reports to IMO - Conducting of Operational Audit of Authorised Appointed Agent(s) by GoK, whether a company or a person responsible for assisting the Registrar with the registration of foreign vessels 	<p>DOM Seafarer Registrar Principal Surveyor Deputy Ship Registrar</p>	<ul style="list-style-type: none"> - Monthly - As and when required - As and when required - As and when required - As and when required
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<p>Referred to Manager or others</p> <ul style="list-style-type: none"> - Ship Operational Plans from Ship Owners and Operators - To work on and to ensure Kiribati Maritime bring into being compliance to ISO Standards including Small Craft Building Standards. - Overseeing implementation and compliance of IMO’s Instruments Implementation Code (known as the III Code) 	<p>DOM Principal Surveyor</p>	<ul style="list-style-type: none"> - As soon as Reports are obtained. - As and when required - Continuously
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Key Accountabilities

Key result area	Major activities	Performance measures
<ul style="list-style-type: none"> - Compliance and Improvement to foreign and domestic maritime safety, maritime environment and maritime port facility and security requirements. - Provision of maritime audit reports in place 	<ul style="list-style-type: none"> - Responsible for Maritime Internal Auditing of Marine Division. - Plan and conduct combined SOP and or ISM, ISPS, MLC Audits and verifications. 	<ul style="list-style-type: none"> - Provision of assessment and compliance report and recommendations to maritime safety, maritime environment and to port facility and security - Audit preparation, Audit Conducted and Audit Report all completed

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<ul style="list-style-type: none"> - Development of Corrective Action Plans (CAR) and Reports - SOP compliance - ISO and ISM execution and compliance 	<ul style="list-style-type: none"> - Auditing of Marine Training Institution's - Auditing of Kiribati Open Ship Registry - Operational Auditing of Recognised Organisations (RO's) and providing advice on status and agreements between RO's and GoK - Auditing of Maritime Recruiting Agencies both for Domestic and Foreign - To work into compliance to ISO and ISM Standards. - In Charge of IMO's Global Integrated Shipping Information System (GISIS) for Kiribati and to provide information to Kiribati Maritime on the regulatory process at IMO and to assist ensuring measurable improvements in the effectiveness of the international regulatory framework of shipping. - Control and Monitoring mechanism of the audit survey and certification processes by Kiribati. - To conduct IMO's and ILO's Maritime related audit workshops and to receive valuable feedback, intended to assist in improving own capacity to put the applicable instruments into practice; so that the benefits could be widely shared. 	<ul style="list-style-type: none"> - Corrective Action Plans provided and report completed - Preparation and Audited conducted and report provided - Preparation and Audited conducted and report and recommendations provided - Preparation and Audited conducted and report provided - Work plan developed and approved with time lines - Updated report on GISIS send and received by stakeholders - Certification requirements submitted and endorsed - No. of audit workshops conducted
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	- And any other tasks needed for the interest of Kiribati Maritime as instructed by the Director of Marine	- Number and Notice of instruction issued
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Key Challenges	Selection Criteria
<ul style="list-style-type: none"> - Compliance to meeting safety standards required by Customers - Ability to work in odd environments - Capacity to handle and manage work loads - Ability to work outside normal working hours - Aptitude to promote a ‘safe management standard and pollution prevention’ both ashore and onboard flag state ships - Strict adherence to detail and thoroughness - Hours may be long and varied the ability to attend out of hours a prerequisite - To be able to conduct audits and subsequent report writing - Ability to change and adapt new challenges - Representing the Marine Division with other Government Ministries - Representing the Marine Division at various conferences both National and International - Staying motivated and maintaining high performance. - Follow instructions from Senior Officers. 	<p>Qualification and experience:</p> <ul style="list-style-type: none"> - Master Mariner Class 1 or Class 2 with 5 years working experience in Senior to Middle Management Position OR - Officer Of The Watch (OOW) with 5 years minimum proven seatime onboard SOLAS vessels with at least an Audit Qualification from a Recognised Training Institution or Similar OR - Marine Engineer Class 1 or 2 with 5 years working experience in Senior to Middle Management Position OR - Officer In Charge of Engineering Watch (OOW - Engine) with 5 years minimum proven seatime onboard SOLAS vessels with at least an Audit Qualification from a recognised Training Institution or Similar OR - a “Maritime Auditor” qualified from a Recognised Training Institution or Similar <p>Key attributes:</p> <ul style="list-style-type: none"> - Knowledge: Good English knowledge, Computer Literate with rich maritime background - Skills: Excellent interpersonal and communication skills, active listener, reading comprehension, social perceptiveness, Monitoring - Attributes: an inquisitive mind with attention to detail good written communication skills, efficient, effective, innovative, transparent, approachable, cooperative, fair and non-discriminative, hardworking and dedicated, consistent, considerate and interested in to work with a variety of people, Clean Police Clearance with a validity not exceeding 3 months

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