

GOVERNMENT OF KIRIBATI

Position Description

Position Title: Marine Surveyor	Division: Marine Division Ministry of Communications and Transport	
Salary Level: L 6-5		
Reports To: Director of Marine (DOM)	Direct Reports: Principal Surveyor and or Director of Marine (DOM)	
Primary Objective Ensure that all Domestic Registered vessels comply with the Kiribati Maritime Act (as amended), Regulations and relevant International Conventions through thorough Inspections and Surveys		
Decision Making Authority	Key Contacts	Frequency and purpose
Without referral to Manager		
- Review and verify design plans of hulls and equipment such as main propulsion engines, auxiliary boilers and turbines, electrical power generating plant, refrigeration and air conditioning plant, and pumping systems for compliance with standards (subject to higher approval).	- Shipbuilders, Naval Architect Unit (Marine Division) and Equipment Manufacturers	- During design and construction phases to ensure compliance with standards.
- Inspect standards of construction and witness tests of materials.	- Construction Supervisors	- During the construction phase to verify material standards.
- Inspect hulls, machinery, and equipment during ship construction to ensure standards and legislative requirements are met.	- Shipbuilders	- Throughout the construction process for compliance checks.
- Conduct surveys throughout the ship's life to ensure standards are maintained.	- Shipowners, Operators	- Regularly, as per survey schedules to ensure ongoing compliance.
- Perform inspections required by domestic statutes and international conventions.	- DOM, Shipowners	- Regularly and as needed to meet regulatory requirements.
- Witness tests and operation of emergency and safety machinery and equipment.	- Ship's Crew, Safety Officers	- During inspections to ensure operational readiness.
- Measure ships for tonnage and survey them.	- Naval Architect Unit (Marine Division) , Shipowners, Registry Officials	- During initial registration and periodically for compliance.
After consultation with Managers or others		
- Prepare accident reports	- DOM / Principal Surveyor/ MO	- As and when required.

Referred to Manager or others		
- Carry out the daily work according to plan.	- DOM/Principal Surveyor	- Daily to ensure alignment with division goals.
- Provide a record of daily activities.	- DOM/Principal Surveyor	- Daily to maintain transparency and accountability.
- Assist in the appointment of Surveyors.	- DOM /Principal Surveyor	- As needed to support staffing decisions.
- Affect the scope of surveys.	- DOM/Principal Surveyor	- As needed to define survey parameters.
- Issue instructions to Surveyors.	- Assistant Surveyors	- Regularly to guide survey activities.
- Provide information required to facilitate surveying activity that needs special attention.	- DOM, Principal Surveyor/ Shipowners	- As needed to address specific survey needs.
- Attend court as an expert witness and assist in inquiries.	- Attorney General Office/ Legal Office/ Sea Transport & Regulatory Office (Marine Division)/ DOM	- As required for legal proceedings.
- Investigate marine accidents.	- DOM / Sea Transport & Regulatory Office (Marine Division) Naval Architect Unit (Marine Division) & Marine Officers	- Immediately following incidents to determine cause and prevention measures.

Key Accountabilities		
Key result area	Major activities	Performance measures
- Compliance and Inspections	- Conduct Flag State Inspections/Implementation.	- Number of inspections conducted and compliance rate.
-	- Conduct Port State Control inspections.	- Number of inspections conducted and compliance rate.
-	- Ensure compliance with national and international regulations.	- Compliance rate and adherence to regulatory standards.
- Reporting and Documentation	- Issue survey reports and upkeep vessel survey records.	- Accuracy and timeliness of reports and record maintenance.
-	- Prepare accident reports.	- Timeliness and completeness of accident reports.
- Communication and Liaison	- Liaise with shipping companies and other clients.	- Client feedback and effectiveness of communication.
-	- Liaise with Classification Societies.	- Quality of collaboration and communication with Classification Societies.
- Technical Assessments	- Review and verify design plans of hulls and equipment for compliance with standards	- Accuracy and thoroughness of technical assessments.

	(subject to higher approval).	
-	- Inspect standards of construction and witness tests of materials.	- Compliance with standards and quality of materials.
- Operational Readiness	- Witness tests and operation of emergency and safety machinery and equipment.	- Operational readiness and functionality of safety equipment.
	- Measure ships for tonnage and survey them.	- Accuracy of measurements and surveys.
- Additional Responsibilities	- Carry out other duties as and when required by the DOM.	- Responsiveness and adaptability to additional tasks.
-	- Provide information required to facilitate surveying activity that needs special attention.	- Quality and timeliness of information provided.
- Legal and Investigative Tasks	- Attend court as an expert witness and assist in inquiries.	- Effectiveness and accuracy of expert testimony.
-	- Investigate marine accidents.	- Thoroughness and timeliness of accident investigations.
-	- Report any discrepancy from established guidelines.	- Accuracy and promptness in reporting discrepancies.
- Punctuality and Attendance	- Report to work on time.	- Punctuality and adherence to work schedule.

Key Challenges	Selection Criteria
<ul style="list-style-type: none"> - To be able to work at times during odd hours. - To manage survey conduction and report writing effectively. - To adapt to new challenges and changing environments. - To ensure the safety and soundness of ships in our waters. 	<p>Qualification and experience:</p> <ul style="list-style-type: none"> - Marine Engineer Class 3 plus 5 years relevant working experience as an Engineer (Officer of the Watch - engine) on vessels not less than 750kW as per Marine Regulation (Schedule I - Regulation 20(1)). <p>Preference:</p> <ul style="list-style-type: none"> - Marine Engineer Class 1 or 2 will be an advantage. <p>Key attributes:</p> <ul style="list-style-type: none"> - Clean Police Clearance with validity not exceeding 3 months. - Ability to speak and write English fluently. - Motivated and able to maintain high performance. - Ability to follow instructions from Senior Officers. - Enjoy maritime activities and possess an inquisitive mind with attention to detail. - Good written communication skills and aptitude for using computers. - Ability to work with a variety of people and maintain professionalism. - Physically and mentally fit. - Punctual

Government of Kiribati, All Ministries	Prepared by:	DoM Ruoikabuti Tioon	Date of Issue:	01st June 2024
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