

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MICTTD		
2. Position Title: Naval Architect	3. Salary Level: 10-9/8-7	4. Division: Marine Division - MICTTD
5. Reports To: Director of Marine (DoM)	6. Direct Reports: All remaining Marine Division staff	
7. Primary Objective of the Position: To provide a common standard for the design, construction and operation of domestic commercial vessels in Kiribati waters. To deal with the whole process of detailed designing and construction of vessels, including small craft vessels (both existing and new vessels) and by keeping the vessel's design flexible, safe and ability to adjust to considerable level of risk. To continuously conduct, assess and review the standards and to interpret and to analyze data and test results of vessels. To provide technical advice to the Director of Marine.		

8. Position Overview	
9. Financial: Assist in Marine Divisions annual budget preparatory in the "Ship and Inspection Unit" services and associated activities in collaboration with Director of Marine. Additional responsibilities of acquiring the right equipment and materials for the construction process. Prepare plans and operating budgets for ensuring the surveys are completed in accordance with required standards and on time	10 Legal: Maritime Act, Kiribati National Standard for Vessels Design Regulations, SOLAS Regulation, Non- SOLAS Convention and SOLAS Regulations, Small Craft Regulations, MSI Regulation and any other applicable Laws
11. Internal Stakeholders: Kiribati Shipping Services Co. Ltd, Central Pacific Producers Co. Ltd (CPPL) and any other internal stakeholders considered by the Director of Marine	12. External Stakeholders: <ul style="list-style-type: none"> Kiribati Islands Ship Owners Association (KISOA), Registered Fishermen Communities, Mins. of Fisheries and Marine Resources Development, Police Maritime Unit, Te Atinimarawa Co. Ltd, Tarawa Shipyard Co. Ltd, KiriCraft, Kiribati Fish Limited (KFL) and Regional bodies such as SPC and any other external stakeholders considered by the Director of Marine
13. To be referred to Manager	14. Without referred to manager: -

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<ul style="list-style-type: none"> i. Ministerial Strategic Plan (MSP) & Operational Plan (MOP) for Law Enforcement and Compliance with the Maritime Act 2017 (as amended), relevant Conventions, Protocols, Code and Regulations ii. Activities that requires budget iii. Leave outside the agreed leave roster 	<ul style="list-style-type: none"> i. Coordinating, Preparing, Planning and Delivering of approved Workshops, Awareness and Training programs and Projects. Day to day routine tasks.
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13. KEY ACCOUNTABILITIES*(Include linkage to KDP, MOP and Divisional Plan)*

- *KDP/KPA:*
- *MOP Outcome:*
- *Divisional/Departmental/Unit Plan:*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Key Area 1: Unit Development and Management	<ul style="list-style-type: none"> • planning, supervising and overseeing the construction of vessels including small craft vessels • producing detailed designs of ships, boats and other maritime vessels using drawings and specialist computer software • developing and utilising test procedures including computer modelling and scale models • interpreting and analysing data and test results • identifying the need for, and supervising vessel repairs • writing reports and documentation • Provide and giving presentations as and when required • Undertaking relevant research 	<ul style="list-style-type: none"> • Ensuring that vessel construction is in accordance to the agreed plan • Ensuring that vessel construction is in accordance to the approved design • Test procedures on vessels are in compliance to scale modelling • Provide findings and test results with recommendations • Vessels repaired in compliance to the requirements • Report writing on any findings with recommendations and advise • Presentations to include provision of safety measures, guidelines, recommendations in accordance with the laws.

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	<ul style="list-style-type: none"> • Chair and coordinate National Vessel Design requirements • Prepare project proposals and applications that contribute to the funding base of the Ship and Licensing Unit • Recommend the expenditure necessary for procurements and consultancies and prepare submissions for consideration to the Secretary through the Director of Marine • Ensure that administrative tasks are carried out according to Marine Division’s procedures • provide training to other Programme staff in Naval Architecture and related duties both in the office and in the field • Developing construction standard for all commercial domestic vessels including all fishing boats • Developing procedures for ship approval • Developing requirements for ship approval • Reviewing technical drawings or plans of a new vessel 	<ul style="list-style-type: none"> • Relevant research for the low level risk on vessel and small craft vessels design and construction • Establish and chair a National Vessel Design consultative committee or forum that coordinates national vessel design and constructional requirements including input to an approved Common Design Standard and Plan • Resources for the provision of Ship and Inspections Services in Kiribati is increased • Contracts, agreements and/or memorandum of understandings are in place • development partners and stakeholders remain informed and are supportive • reporting to Marine Division’s Ship and Inspections Unit and to Director of Marine is timely and accurate • Construction standard and rules for commercial vessels to be in place and enforced in Kiribati • Availability of clear guidelines for clients purchasing new vessels • Safety requirements that clients need to comply with for safe operations
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	<ul style="list-style-type: none"> • Issuing tonnage certificate for non-SOLAS domestic vessels 	<ul style="list-style-type: none"> • Approval of vessel plans before it is surveyed and registered • Tonnage for domestic vessels calculated/determined.
<p>Key Area 2: Capacity Development</p>	<ul style="list-style-type: none"> • sourcing and purchasing components, equipment and materials • Facilitate awareness to Vessel and Boat/Small Craft builders • Assess and examine Vessels and Boat/Small Craft Builders in the issuance of a Permit and Approval as Authorised Vessel and Boat/Small Craft Builders • Undertake inspections, assessments and approval of existing vessel and boat/small craft building design and constructions • Train Kiribati government staff during internships and field visits, and workshops • improve infrastructure and processes to collect and circulate maritime safety information for vessels • Develop and deliver training plans and materials in collaboration with relevant partners • Assist with translating international conventions and applicable regulations and codes such as the Safety of Life at Sea (SOLAS Convention), the Uniform Shipping Laws, and other applicable maritime laws and regulatory frameworks 	<ul style="list-style-type: none"> • Feasibility and efficiency of work required is upheld • Boat Builders aware of common standard required for vessel/boat and small craft construction • Permit issued to Builders passing the assessment upon application. • Permit issued to existing Builders passing the assessment upon application. • Trained key staff acquire relevant basic knowledge and ability in carrying out basic assessment's • Naval Architecture roles and responsibility broadened • Plans encompassed in the Marine Division's strategic and training plans • Strengthening of Maritime laws in Kiribati and ensuring key stakeholders well informed.

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Key Area 3: Survey Operations	<ul style="list-style-type: none"> • oversee the design, development and production of vessels in accordance to the Common Standard for vessel design and construction in Kiribati • Provide written advice to clients (vessel owners and operators) in the alteration of existing vessels design to meet the required common standard • Involved with the construction of boats used for fishing, rescue operations, marine studies and leisure activities, such as yachts, speedboats and catamarans. • Maintaining boats and other maritime vessels and required to work onsite from time to time. • Conducting safety tests, quality control procedures and risk assessments. • Engaged in specialist boatbuilding, inspection and maintenance activities. • Assessing project requirements and researching feasibility if there are any. • negotiating and agreeing on project budgets, timescales and specifications with clients • ensuring adherence to appropriate health and safety legislation/standards • Answering queries from clients. • assist in the effective management of resources and efficient conduct of surveys within the Marine Division • Prepare commercial and technical proposals and costs for surveys and tenders 	<ul style="list-style-type: none"> • all safety standards are met and exposure to risk of equipment and personnel is minimised • Projects are completed efficiently and within budget • deliverables are fit for purpose and used to strengthen maritime safety • Positive feedback is received from vessel owners/operators and clients • Vessel Builders and Repairers maintain and up breast with requirements • safety tests, quality control procedures and risk assessments recorded and entered in database • Successful completion of project engagement • Successful completion of project engagement • Project document agreed with client • Legislation enforced and applied • Ensure client are well acquainted with their role in the shipping industry • Effective survey activities are orderly and well managed • Tenders and proposals align with Gov't procedures
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<p>Key Area 4: Data Management</p>	<ul style="list-style-type: none"> • Oversee and support the development and maintenance of vessels constructional and design procedures with record entered in a database • Ensure the continual upgrading of the survey data into the system and the archiving and accessibility of newly acquired data • Provide technical advice on the design standard, its review and other related matters • Work closely with a Database Developer Officer (Marine Division - MICTTD) to establish database on all vessels constructions, designs, approvals and certified local boatbuilders 	<ul style="list-style-type: none"> • Data holdings are discoverable by key internal parties • The necessary naval architectural products available to key stakeholders and data used for nautical purposes • New design with review are assessed and entered into database • Database maintained and preserved
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10. Key Challenges	11. Selection Criteria
<ul style="list-style-type: none"> • Ability to conduct vessel survey inspections and subsequent reporting • Implementation and maintaining high standards in an adverse work environment • Work under difficult environmental conditions for extended periods of time • Manage ad hoc requests made outside of the agreed workplan • Facilitate discussions and influence decision making at national or regional technical forums • Co-ordinate a fieldwork support team that includes Technical Assistants • Make independent decision in the field on a daily basis on the general running and general progress of survey work 	<p>11.1 PQR (Position Qualification Requirement):</p> <ul style="list-style-type: none"> • Education: Naval Architecture (from a recognized Institution) • Experience: <ul style="list-style-type: none"> • Proven track record in attaching with various Maritime Safety Administrations or with Maritime Departments and Divisions. • Proven knowledge of naval architectural roles and responsibilities • Ability to use Information & Technology applications • Computer literate and knowledge of vessels software design in modelling and its applications • Ability to manage, process and to analyse survey data • Ability to provide basic survey in-house training • excellent report writing abilities with attention to details • Knowledge of maritime shipping industry

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	<ul style="list-style-type: none">• Marine Engineering and Ship Construction knowledge <p>Job Training: Attachment and engagement with key partners domestically and internationally.</p> <p>Prerequisite: Nil</p>
	<p>11.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge:</p> <ul style="list-style-type: none">• Legislation related to the implementation of a Common Standard Vessels Design in Kiribati in reference to the USL and NSCV Codes• Maritime Engineering knowledge• Marine Surveying knowledge <p>2. Skills: Excellent interpersonal and communication skills, active listener, reading comprehensive, social perceptiveness.</p> <p>3. Attributes:</p> <ul style="list-style-type: none">• Creativity• Effective technical skills• IT skills• Physically fit• The ability to work unsupervised• Clear and effective communicator and fieldwork coordinator• Good leadership and supervisory skills.• Motivational skills with professional initiative and good work ethics.• Ability to draft succinct, comprehensive and relevant reports.

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	<ul style="list-style-type: none">• Ability and willingness to assist with a variety of other tasks and a flexible approach towards working within a team environment
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