

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: <i>Ministry of Labour & Human Resources Development</i>		
2. Position Title: <i>Marine Instructor Class III</i>	3. Salary Level: <i>13-12</i>	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:
Teaching and training of students in all aspects of seamanship and related subjects to the standard of the international convention on standards of training certification and watchkeeping 2010 (STCW) enabling the students on graduation to be part of a navigation watch in accordance with regulation II/4 of that convention and to fulfil requirements under regulation VI/I (basic safety skills)

8. Position Overview

9. Financial: Nil	10. Legal: i. Kiribati National Condition of Service 2012 ii. MTC Instructors Standing Order & Annex iii. STCW/STCW-F SOLARS iv. QM v. MTC Alcohol & Drug Policy vi. Annexes' Gender Policy vii. MTC Assessment & Policy & Procedures viii. MTC OHS Policies/Intake Policy ix. MTC Dep't Operational Manual
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11. Internal Stakeholders: <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> <tr><td>Certificate</td><td>✓</td><td></td><td>✓</td><td></td></tr> <tr><td>Management reviews</td><td>✓</td><td>✓</td><td>✓</td><td></td></tr> <tr><td>Courses</td><td></td><td>✓</td><td>✓</td><td></td></tr> </tbody> </table> <p>To be referred to: Captain Superintendent</p>	Subject	Captain Superintendent	DSC/QMC	HoD	Doctor	Damage	✓	✓	✓		Injuries	✓	✓	✓	✓	Incidents	✓	✓	✓	✓	Maintenance		✓	✓		Purchases	✓		✓		Claims	✓	✓	✓		Certificate	✓		✓		Management reviews	✓	✓	✓		Courses		✓	✓		12. External Stakeholders: <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Subject</th> <th>MLHRD</th> <th>MFED</th> <th>Marine Division</th> <th>Resp. Port Author</th> <th>Hospital</th> <th>SPMS</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><td></td></tr> <tr><td>Maintenance</td><td>✓</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><td></td></tr> <tr><td>Purchasing</td><td></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><td>✓</td></tr> <tr><td>Courses</td><td>✓</td><td></td><td>✓</td><td>✓</td><td></td><td>✓</td><td></td><td></td><td>✓</td></tr> <tr><td>Regulations</td><td>✓</td><td></td><td>✓</td><td>✓</td><td></td><td>✓</td><td></td><td></td><td>✓</td></tr> </tbody> </table>	Subject	MLHRD	MFED	Marine Division	Resp. Port Author	Hospital	SPMS	Donors	PUB/PWU	Crewing Agent	Damage	✓							✓		Maintenance	✓							✓		Injuries	✓				✓					Purchasing		✓					✓			Certificates			✓			✓			✓	Courses	✓		✓	✓		✓			✓	Regulations	✓		✓	✓		✓			✓
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To be referred to Manager:

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

- *KDP/KPA: eg. 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"> • Students pass out from MTC with good skills in seamanship and are able to be employed on overseas ships 	<ul style="list-style-type: none"> • Teaching/training students in the following subjects to STCW standards but not limited to: Rope work Ship board maintenance Personal survival techniques Cargo handling Fire prevention and fire fighting • Other similar seamanship subjects 	<ul style="list-style-type: none"> • STCW standards clearly defined and all related subjects understood by trainees
<ul style="list-style-type: none"> • Students behavior is acceptable to overseas employers 	<ul style="list-style-type: none"> • Assisting with and supervising students maintenance work on MTC buildings 	<ul style="list-style-type: none"> • Able to demonstrate high standard of safe working practices at all times to students during maintenance.
<ul style="list-style-type: none"> • MTC assets remain in good and working condition at all times 	<ul style="list-style-type: none"> • Duty officer at MTC as per duty roster 	<ul style="list-style-type: none"> • Able to demonstrate high standard of supervision when on duty.
	<ul style="list-style-type: none"> • Maintenance of discipline and controlling daily routine at MTC as duty officer in accordance with standing orders 	
	<ul style="list-style-type: none"> • Maintenance of discipline and training onboard training vessels as training officer as per roster 	<ul style="list-style-type: none"> • Able to demonstrate high standard of discipline when engage on training ship
	<ul style="list-style-type: none"> • Conducting intakes tests on outer islands 	<ul style="list-style-type: none"> • To be able to travel on business purposes.

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14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none">Students pass out from MTC with good skills in seamanship and are able to be employed on overseas ships.	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Education: Certificate in ASD with 2 years' work experience as an Able Seafarer Deck on foreign vessels. Additionally, Certificate in Teaching Qualification is an advantage with good English and Leadership</p> <p>Job Training:</p> <hr/> <p>15.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none">1. Knowledge: <i>Mentally and physically fit</i>2. Skills: <i>Ability to be strategic and competitive</i>3. Attributes: <i>Proficient in both written and spoken English</i>

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