

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: <i>Ministry of Employment and Human Resource</i>		
2. Position Title: <i>Marine Officer Class I</i>	3. Salary Level: <i>6-5</i>	4. Division: <i>Marine Training Centre</i>
5. Reports To: <i>Captain Superintendent</i>	6. Direct Reports: (Write No. & Position Title): <i>Captain Superintendent</i>	
7. Primary Objective of the Position: <i>Providing competent deck Officers. Providing knowledgeable and skilled ratings.</i>		

8. Position Overview: Assisting the Captain Superintendent to fulfil the MTC mission

<p>9. Financial:</p> <ul style="list-style-type: none"> i. Recurrent budget ii. Annual financial assistant iii. Control and verifying Administration department order. 	<p>10. Legal:</p> <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
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<p>11. Internal Stakeholders:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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 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	✓	✓	✓		<p>12. External Stakeholders:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Subject</th> <th>MEHR</th> <th>MFED</th> <th>Marine Division</th> <th>Resp. Port Author</th> <th>Hospital</th> <th>Donors</th> <th>PUB/PWU</th> <th>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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<ul style="list-style-type: none"> Intake of MTC's courses 	<ul style="list-style-type: none"> Coordinate the intake of IDF, FVP and BSH courses 	<ul style="list-style-type: none"> Regulations laid down in MTC's Intake Policy are fully met
<ul style="list-style-type: none"> MTC's filing system and archive 	Monitor and manage MTC's filing system and archive	all records and documents are in a good condition and can be found easily, as a hard-copy or as a electronic file

14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> Expense Management. 	<p>15.1 PQR (Position Qualification Requirement): <i>Chief Mate Foreign Going with at least 2 years sea experience as a Nautical Officer onboard international trade ships,</i></p> <p style="text-align: center;">OR,</p> <p><i>Second Mate Foreign Going with at least 3 years' experience as a Nautical officer onboard international trade ships. Additionally, Certificate in Teaching Qualification is an advantage with good English and Leadership</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>Navigator</i> <i>Fire Fighter</i> <i>TOT</i> <i>Maths and Physics</i>
	<p>15.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none"> Knowledge: <i>Vessel Handling</i> <i>Microsoft word and excel</i> <i>Communication</i> Skills: <i>Lesson Delivery</i>

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	<p style="text-align: center;"><i>Counselling</i></p> <p>3. Attributes: <i>Sober</i> <i>Competent</i> <i>Patient</i> <i>Drive for self-improvement</i> <i>Empathy</i> <i>Adaptable</i></p>

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