



**Job Description
AGM Maritime
Division: Maritime**

JOB DESCRIPTION	
Job Title	Assistant General Manager - Maritime
Salary Range	\$94,624.24 (A19\L19)
Location	Main Office @ Matautu Tai
Hours of work	Monday to Friday, 9:00am to 5:00pm
Reporting to	General Manager/CEO
Responsible for	Maritime Division
Contractual Status	Contract 3 Years
Primary Objectives	To monitor vessel conditions, organized repairs and maintenance, conduct survey inspections and audits, arrange dry dockings to ensure all Corporation vessels and crew satisfy and comply with the required regulated standards nationally and internationally. To provide technical and professional advice to assist management with its decision making.
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> ❖ Manage and supervise maritime technical staff and all vessel crews and reports to the GM on all matters pertaining to the successful operation of the Maritime Department ❖ Directly responsible for monitoring vessel conditions, organizing survey inspections, observing deficiencies and recommend repair, and arrange periodic audits and planned vessel dry-docking when due ❖ Works closely with the Workshop Division, Operation Division, Captains and Engineers to ensure all procedures onboard vessels are adhered to and comply with International Safety Management (ISM), Classification Society rules, Flag State requirements and Maritime Insurance ❖ Ensure vessel crews are manned in accordance with STCW95 requirements and that the Maritime Division maintains a database which records

seafarer's qualification, trainings, medical and other relevant information

- ❖ Manage certification of all Corporate vessels and ensure compliance with Classification Society, Flag State & Port State requirements
- ❖ Directly responsible for the development of the annual budget of the Maritime Division and the management of the approved budget throughout the year
- ❖ Conduct regular ship visits, on occasion taking passage, to monitor the on board Bridge and Engineering functions and to participate in the ISM/ISPS/ILO & IMO Audits
- ❖ Manage and coordinate daily assignments of work required and distribution of staff onboard and ashore to rectify deficiencies and ensure a cohesive process in responding to urgent and emergency repairs are in place and functioning properly
- ❖ Plan, implement and supervise Preventative Maintenance Program (PMP) for all Corporation vessels to ensure its safe operation
- ❖ Prepare and review ship/shore contingency plans covering emergency situations
- ❖ Conduct risk assessments, concisely; accident investigations and prepare associated reports
- ❖ Manage the Life raft service station and Lifesaving appliances on board vessels in compliance with SOLAS requirements
- ❖ Manage the safety of channels and channel markers to ensure safety of navigation at all times
- ❖ Conduct practical assessment for new captains and chief engineers
- ❖ Identify Maritime Staff and Seafarers training needed in order to develop and review training requirements to keep pace with new regulated requirements
- ❖ Remains available for emergency situations in an on-call status after regular working hours;
- ❖ Represent the General Manager and the Corporation in forums where necessary and the ability to act as Acting GM in the absence of the GM
- ❖ Perform any other related duties that may be assigned

Selection Criteria (Person Specification)	
Experience	<ul style="list-style-type: none"> ❖ Must have 5 years relevant experience as a Captain or CE on ship less than 1000GT (Essential) ❖ Must have 5 years practical experience in a Management/Supervisory level (Essential) ❖ Must have a sound knowledge of ship repair, maintenance, drydocking, ship handling and other maritime regulations (ISM/SMS, ISPS, STCW 1995, Manila Amendment 2010 etc) (Essential) ❖ Must have a good understanding of all Samoa Shipping Act 98 (Essential)
Skills & Qualifications	<ul style="list-style-type: none"> ❖ Must have a Master Class 2 (Foreign Going) or above OR Engineer Class 2 (Foreign Going) or a University Degree or Advance Diploma in Ship Management (Essential)
Key Competencies	<ul style="list-style-type: none"> ❖ Must have good reporting and communication skills (fluent in both English and Samoan, spoken and written) with the ability to read, analyze and interpret technical information such as drawings, diagrams, procedures and maritime regulations (Essential) ❖ Must have strong organizational skills, ability to take a teamwork approach to build a constructive team spirit where team members are committed to the goals of the Division by meeting multiple deadlines (Desirable) ❖ Must be computer literate with demonstrated proficiency in the use of the Microsoft (MS) Office programs, especially MS Word (Essential)
Continued Professional Development	<p>The Samoa Shipping Corporation is committed to provide CPD for the successful candidate. SSC expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.</p>