



**Job Description**  
**AGM Operation**  
**Division: Operation**

<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Assistant General Manager - Operation
<b>Salary Range</b>	\$94,624.24 (A19/L19)
<b>Location</b>	Main Office @ Matautu Tai
<b>Hours of work</b>	Monday to Friday, 9am to 5pm
<b>Reporting to</b>	General Manager/CEO
<b>Responsible for</b>	Operation Division
<b>Contractual Status</b>	Contract 3 Years
<b>Primary Objectives</b>	To plan, coordinate and supervise vessel movements to ensure all vessel operational activities and schedules are effectively communicated to all Divisions of the Corporation. To negotiate and arrange charters for Corporation vessels with local and overseas companies. To manage other operational services and coordinate Corporation shipments to/from overseas for delivery and clearance. To provide expert and professional advice for Management to assist in informed decision making.
<b>Key Responsibilities, Tasks and Activities</b>	<ul style="list-style-type: none"> <li>❖ Manage and supervise operations staff and reports to the GM on all matters pertaining to the successful operation of the Operational Division</li> <li>❖ Manage and supervise Corporation operational services such as; Domestic Services, Inter-island Services, Charter Services and Courier Services</li> <li>❖ Oversee the operation of all vessels ensuring that they are operated safely, economically and efficiently and to monitor current legislation which may impact the operation of vessels</li> <li>❖ Directly responsible for the development of the annual budget of the Operation Division and with monitoring and control mechanisms</li> <li>❖ Conducting internal audits of the Shipboard Safety Systems and ensure personnel are aware of International regulations, class requirements, codes, National standards etc. applicable to the safe operation vessels</li> <li>❖ Involve in the day to day operation of vessels including</li> </ul>

	<p>navigational safety and provide guidance to masters on any special requirement</p> <ul style="list-style-type: none"> <li>❖ Provide advice to vessels on cargo requirements, tank cleaning and maintain statutory requirements including ILO, Flag Administration and crew compliance to STCW requirements</li> <li>❖ Compile vessel operational and other statistical reports for Management including weekly and monthly sailing schedules</li> <li>❖ Remains available outside of office hours to respond to Emergency calls</li> <li>❖ Represent the General Manager and the Corporation in forums where necessary and fulfil responsibilities as Acting GM in the absence of the GM</li> <li>❖ Perform any other related duties that may be assigned</li> </ul>
<b>Selection Criteria (Person Specification)</b>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>❖ Must have 5 years of proven practical experience in a management / supervisory level (Essential)</li> <li>❖ Must have 5 years' experience in Ship operations and Port logistics (Essential)</li> </ul>
<b>Skills &amp; Qualification</b>	<ul style="list-style-type: none"> <li>❖ A university Degree, Advance Diploma or recognized qualification in Maritime and Shipping (Essential)</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>❖ Must have good reporting, negotiation and communication skills (fluent in both English and Samoan, spoken and written) with strong analytical skills to analyze operational data to predict operational problems (Essential)</li> <li>❖ Must have effective leadership skills and ability to multi-task in meeting deadlines (Desirable)</li> <li>❖ Must have strong organizational skills, ability to take a teamwork approach to build a contractive team spirit where team members are committed to the goals of the Division by meeting multiple deadlines (Desirable)</li> <li>❖ Must be computer literate with demonstrated proficiency in the use of Microsoft (MS) Office programs, relevant operations software and advance knowledge on computer skills (Essential)</li> </ul>
<b>Continued Professional Development</b>	<p>The Samoa Shipping Corporation is committed to provide CPD for the successful candidate. SSC expects the successful candidate to undertake available training courses and research to enhance personal and professional knowledge, skills and experience.</p>