



TECHNICAL OFFICER, SUSTAINABLE SHIPPING

Job Description

Review	Manager, Internal Services	09/09/2024	
Approval	Director SIMA	09/09/2024	

Solomon Islands Maritime Authority
www.sima.gov.sb

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TABLE OF AMENDMENTS

Revision	Date	Nature of changes
0	02/10/2020	Original

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Position No.	SIMA-ES-TO3	Location	Honiara
Job Title	Technical Officer, Sustainable Shipping	Grade	F – Technical Officer
Reports to	Senior Officer, Sustainable Shipping	Positions Supervised	None
Employment	Full-time	Contract	3 years on first appointment renewable upon performance
Department	Environmental Protection and Safety		
Job purpose	The Technical Officer, Sustainable Shipping is responsible for supporting the implementation of plans and project related to sustainable shipping operations. He/she participate in ship safety inspections and visits to verify implementation of air and marine pollution prevention measures and management plans.		

1 KEY DUTIES

Percentages can vary for Key Duties 2 & 3 depending on the main areas of focus of the job holder.

1 – Teamwork (5%)
<ul style="list-style-type: none"> • Work collaboratively, exchange information, communicate to senior level to achieve agreed work plan’s activities. • Provide technical support and inputs, suggestions and proposals to the senior officers and managers for the sustainability of shipping operations; and strengthen the team for duty at the Maritime Rescue Coordination Centre (MRCC). • Implement teamwork spirit, listen colleagues and take into account differing advice before acting in area of responsibility; be punctual, maintain high-level in-office presence and attend tasks in a timely manner; ensure 24/7 shift work is delivered as per agreed schedules.
2 – Sustainable Shipping Operations (50%)
<ul style="list-style-type: none"> • Collect reliable information and data for the development of domestic laws implementing global regulations, MARPOL Annex VI and the IMO GHG Strategy and the development and implementation of national policies, strategies and plan related to sustainable shipping operations. • Support policy and project implementation and participation to meetings and workshops related to sustainable shipping. • Participate in special inspections and visits on board domestic vessels collecting relevant data and information related to the operations of vessels, service provided and specific data such as number of days at sea, fuel consumption, engine power to support vessels owners and operators in increasing efficiency. • Participate in audits of vessel’s energy management system or procedures when in place within delegation as authorised officer under SIMA Act 2018. • Provide technical inputs for the development of training courses and other capacity building activities for seafarers and maritime professionals in collaboration with the Solomon Islands Maritime University (SINU).
3 – Pollution Preparedness and Response (40%)

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- Participate in vessel inspections and surveys as per delegation as authorised officer under the SIMA Act 2018 focusing on verifying compliance to marine pollution prevention.
- Support implementation of the NATPLAN, implement SIMA’s procedures and the NATPLAN as team member.
- Support preparation and delivery of exercises and drills and contribute to reports for the preparedness and response to pollution events.
- Collect data and information, conduct reviews of ship pollution management plans and verify implementation of domestic laws related to prevention of pollution from ships.
- Implement project activities in collaboration with international and regional partners in relation to maritime emergencies.

4 – Quality management (5%)

- Implement the procedures of the SIMA’s Quality Management System related to search and rescue and pollution response.
- Participate to procedures’ reviews and provide inputs to corrective actions in response to all audits and reviews (internal and external) to ensure continual improvement.
- Maintain proper filing; systematically use logbooks, forms and templates.
- Use Personal Protective Equipment and implement other measures as per the Workplace Health and Safety policies and procedures.

2 KEY DELIVERABLES

1 – Teamwork (5%)

- Teamwork spirit is demonstrated through collaborative work and exchange of information during team meetings, report to senior officers and participation to vessels’ inspections and search and rescue operations.
- All 24/7 shifts are completed arriving and departing on time to allow proper handover; availability to stay/come back to the office is demonstrated during major search and rescue or pollution operations.

2 – Sustainable Shipping Operations (50%)

- Each quarter, collect and update reliable and accurate information and data such as number of days at sea, fuel consumption, engine power.
- Each quarter, participate and report visits onboard vessels to collect data and information and audit vessel’s energy management system or procedures.

3 – Pollution Preparedness and Response (40%)

- Each quarter, participate and report visits onboard vessels to verify implementation regulations and shipboard management systems to prevention pollution.
- In case of exercise or pollution response, the NATPLAN, procedures and checklists/templates are implemented.

4 – Quality management (5%)

- At all time SIMA’s procedures, checklists, templates, and tools are used during pollution events and search and rescue operations.
- On a monthly basis, information and data collected are uploaded in SIMA’s Integrated Information Management System and made available on demand.

3 SPECIFICATIONS AND BEHAVIOUR

Capabilities Required

Ability to work collaboratively within a team.

Ability to research and collect information and data from various sources and maintain an information management system.

Ability to participate in inspection, audit and visit on board vessels .

Ability to deal with ambiguity, complexity and conflicting priorities.

Interpersonal skills & teamwork

Ability to communicate both in writing and verbally to senior level and teams inside the organisation.

Ability to implement teamwork within the sector.

Promotion of equity and equality

Ability to promote equity and equality (relating to non-discrimination) in relation to gender, culture and disability.

Work ethics

Ability to promote and apply SIMA Act 2018, Code of Conduct, HR Policies and Procedures.

Commitment to high-quality work, meeting deadlines and achieving personal work plan objectives.

Management (*if at least one direct report*)

Not applicable.

Leadership

Not applicable.

4 QUALIFICATIONS, EXPERIENCE AND SELECTION CRITERIA

EDUCATION & QUALIFICATION

Essential

Marine studies or similar, or equivalent Seafarer’s Certificate of Competency.

Desirable

Diploma in a field of Maritime Affairs or Marine Science or Master/Engineer Class 3 Certificate of Competency with specialisation in sustainable shipping.

EXPERIENCE	
<i>Essential</i>	<i>Desirable</i>
1-5 years of demonstrated experience in demonstrated experience in Flag State implementation related to vessel safety and pollution prevention.	Demonstrated experience in sustainable and safe operations of vessels, vessel pollution prevention and response.

SELECTION CRITERIA

1. Demonstrated ability to research and collect information on the safe and sustainable operations of vessels
2. Ability to support search and rescue or pollution response by implementing equipment and tools, communicating and reporting to coordinators.
3. Ability to implement professional judgement and confidently advice and propose solutions in case of search and rescue or pollution response.
4. Excellent knowledge of applicable laws in Solomon Islands related to vessel safety, pollution prevention and sustainable operations.
5. Knowledge of gender equality issues in the maritime sector.
6. Previous experience as field team member for search and rescue or pollution response.
7. Good communication and interpersonal skills to work as team member including under pressure of executive management during operations.

5 LEVEL OF DELEGATION AND WORKING RELATIONSHIPS

LEVEL OF DELEGATION	
<ul style="list-style-type: none"> • None. 	
WORKING RELATIONSHIPS	
<i>Internal</i>	<i>External</i>
<ul style="list-style-type: none"> • Senior Officer, Sustainable Shipping (report to). • Managers and officers of other sectors. • Officer responsible for pollution and safety response. • All officers in the sector for the implementation of Quality Management System. 	<ul style="list-style-type: none"> • Domestic ship operators. • Government administrations for the operation of vessels. • Provincial Governments for maritime safety awareness, ship safety, pollution prevention and sustainable operations.

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6 APPROVAL

This Job Description is signed and accepted by the employee and his/her direct supervisor and approved by the Director. It may be reviewed by the employee and his/her direct supervisor at the occasion of the annual performance reviews and amended accordingly by the Manager, Internal and Legal Services. Major changes such as the Key Duties, Key Deliverables, and level of financial delegation will require approval by the Director.

Direct Supervisor

Date

Employee

Date

Director

Date

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