

GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: <i>Ministry of Labour & Human Resources Development</i>																																																																					
2. Position Title: <i>Marine Instructor Class I</i>		3. Salary Level: <i>9-7</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 11/4 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 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																																																																			
11. Internal Stakeholders: <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> </tbody> </table>		Subject	Captain Superintendent	DSC/QMC	HoD	Doctor	Damage	✓	✓	✓		Injuries	✓	✓	✓	✓	Incidents	✓	✓	✓	✓	Maintenance		✓	✓		12. External Stakeholders: <table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="text-align: center;">✓</td> <td></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></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> <td></td> </tr> </tbody> </table>			Subject	MLHRD	MFED	Marine Division	Resp. Port Author	Hospital	SPMS	Donors	PUB/PWU	Crewing Agent	Damage	✓							✓		Maintenance	✓							✓		Injuries	✓				✓				
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Approved by:	Date of Issue: <i>20/7/20</i>
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Purchases	✓		✓	
Claims	✓	✓	✓	
Certificate	✓		✓	
Management reviews	✓	✓	✓	
Courses		✓	✓	

To be referred to: Captain Superintendent

Purchasing		✓					✓		
Certificates			✓			✓			✓
Courses	✓		✓	✓		✓			✓
Regulations	✓		✓	✓		✓			✓

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
Students pass out from MTC with good skills in seamanship and are able to be employed on overseas ships	- 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	STCW standards clearly defined and all related subjects understood by trainees
Students behavior is acceptable to overseas employers	- Assisting with and supervising students maintenance work on MTC buildings - Duty officer at MTC as per duty roster - Maintenance of discipline and controlling daily routine at MTC as duty officer in accordance with standing orders.	- Able to demonstrate high standard of safe working practices at all times to students during maintenance. - Able to demonstrate high standard of supervision when on duty

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- MTC assets remain in good and working condition at all times - The students realization of the benefits of mutual cooperation and team work	- Maintenance of discipline and training onboard training vessels as training officer as per roster - Conducting intakes tests on outer islands	- Able to demonstrate high standard of discipline when engage on training ship - To be able to travel on business purposes.

14. Key Challenges	15. Selection Criteria
Only normal/routine problems have to be solved. Guidance where necessary is available from senior staff, namely Captain and Chief Officer. Postholders have to follow written instructions.	15.1 PQR (Position Qualification Requirement): Certificate in ASD and Bosun Position with 2 years' relevant work experience on ocean going ships as Bosun Job Training:
	15.2 Key Attributes (Personal Qualities): Knowledge: <i>Mentally and physically fit</i> Skills: <i>Ability to be strategic and competitive</i> Attributes: <i>Proficient in both written and spoken English</i>

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