

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Information, Communications and Transport (MICT)		
2. Position Title: Principal Marine Surveyor	3. Salary Level: 5	4. Division: Marine Division
5. Reports To: Director of Marine (DOM)	6. Direct Reports: Marine Officer (Deck), Marine Engineer (Engineer)	
7. Primary Objective of the Position: To provide senior technical leadership and oversight of all marine survey activities including Flag State Control, Port State Control, domestic vessel surveys, and small craft compliance inspections, ensuring full compliance with the Kiribati Maritime Act 2017 (as amended), national regulations, and applicable IMO Conventions (SOLAS, MARPOL, STCW, Load Line and others). The Principal Surveyor ensures harmonization of survey standards across both deck and engineering disciplines and provides technical quality assurance of all survey reports prior to approval by the Director of Marine		

8. Position Overview The Principal Surveyor is responsible for coordinating and supervising all survey operations within the Marine Division, ensuring consistency, technical accuracy, and compliance with national and international maritime standards. The position provides: • Technical leadership for Deck and Engineering Surveyors • Quality assurance of inspection reports and enforcement actions • Coordination of Flag State and Port State Control inspections • Oversight of small craft enforcement inspections • Mentorship and capacity building of survey personnel • Support to accident investigation and legal proceedings	
9. Financial: • Assist DOM in monitoring and controlling survey operational expenditure. • Ensure efficient use of inspection and travel budgets. • Support cost planning for survey programmes and inspection campaigns • Review resource requirements for survey operations	10. Legal: • Ensure enforcement of the Maritime Act 2017 (as amended) • Ensure compliance with IMO Conventions and Kiribati maritime regulations. • Review and validate enforcement recommendations before escalation.

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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	• Provide technical input for marine casualty investigations and legal proceedings. • Ensure survey reports are legally defensible and compliant with regulatory standards
11. Internal Stakeholders: • Director of Marine • Marine Registry Unit • Ship & Seafarer Registrar Unit • Surveying Unit • Small Craft Unit • MarPol Compliance Unit • Legal / Sea Transport Regulatory Unit • Seafarer Certification and Licensing Unit • Hydrographic Unit • AtoN Unit • Maritime Enforcement Units • Kiribati Open Ship Registry Administrator	12. External Stakeholders: • Recognized Organizations (RO's) - Classification Societies acting on behalf of Kiribati Flag State • International Shipowners under Kiribati Open Registry • Foreign Flag State Administration counterparts • Local Ship Owners and Operators • Ship Builders, Boat (small craft) Builders and Repair Facilities • Kiribati Ports Authority (KPA) • Kiribati Police Maritime Unit • Regional Organisations (IMO, SPREP, SPC, Tokyo MOU,) • Small Craft Owners and Operators and Fishing Communities • And any other external stakeholders considered by Director of Marine

13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
▪ <i>KDP/KPA:</i> ▪ <i>MOP Outcome:</i> ▪ <i>Divisional/Departmental/Unit Plan:</i>		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Key Area 1: Survey Coordination and Technical Leadership	- Oversee all marine survey activities (Flag State, PSC, Domestic) - Ensure harmonization between Deck and Engineering survey standards. - Provide technical direction and interpretation of maritime regulations.	- Timely completion of survey programme - Consistency of inspection outcomes - Reduced technical discrepancies between surveyors.

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	- Allocate survey tasks and monitor performance of survey teams	
Key Area 2: Quality Assurance of Survey Reports	- Review all major survey and inspection reports prior to DOM submission. - Ensure accuracy, completeness, and compliance with regulations. - Standardize reporting templates and inspection procedures. - Ensure corrective actions are properly documented and followed up.	- Accuracy of survey reports - Reduction in rejected or revised reports - Audit compliance results.
Key Area 3: Flag State and Port State Control Oversight	- Supervise Flag State inspection implementation. - Support PSC targeting and inspection planning. - Ensure proper issuance of deficiencies, detentions, and compliance notices. - Monitor international reporting obligations.	- Number of inspections completed. - Compliance rate of vessels inspected. - Timely reporting to international systems (e.g., PSC databases)
Key Area 4. Technical Supervision (Deck and Engineering Surveys)	- Supervise inspections of: - Hull and structural integrity - Propulsion and machinery systems - Electrical and safety systems - Navigation and lifesaving equipment - Ensure proper engineering and deck integration in survey findings	- Quality of technical inspection findings - Reduction in repeated deficiencies - Improved vessel safety compliance rates
Key Area 5. Small Craft Compliance Oversight	- Supervise small craft inspection and enforcement activities. - Ensure compliance with small craft safety regulations. - Review enforcement actions and inspection reports - Ensure fishing and domestic vessels meet safety standards	- Increased compliance rate in small craft sector - Reduction in safety violations - Timely inspection coverage
Key Area 6. Training and Capacity Building	- Mentor and support Surveyors and Assistant Surveyors - Conduct technical guidance sessions and internal training.	- Number of officers trained. - Improvement in competency levels - Successful certification outcomes

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	- Assist in oral examinations for seafarers and engineers. - Support regional and IMO training programmes	
Key Area 7. Incident Investigation and Technical Advisory	- Assist in marine casualty investigations. - Review technical causes of accidents and incidents. - Provide expert input for legal and administrative proceedings. - Ensure timely submission of investigation reports	- Timeliness of investigations - Quality of technical findings - Reduction in repeat incidents
Key Area 8. Acting Officer-in-Charge and Representation	- The Principal Surveyor may be required to act as Officer-in-Charge (OIC) of the Marine Division in the absence of the Director of Marine - Represent the Marine Division at local, national, regional, and international meetings, workshops, and technical forums. - Present technical reports and regulatory updates on behalf of the Marine Division when delegated. - Contribute to regional and international maritime discussions including IMO, SPC, SPREP, Tokyo MOU, and other maritime bodies. - Ensure alignment of national survey and inspection activities with regional and international best practices	- Effective representation of Marine Division in external forums - Quality and accuracy of technical presentations and reports - Strengthened regional and international cooperation outcomes. - Timely feedback and reporting to Director of Marine following meetings

14. Key Challenges	15. Selection Criteria
• Ensuring consistency across Deck and Engineering survey disciplines • Managing workload across dispersed island jurisdictions for small craft surveying and inspections • Maintaining compliance with evolving IMO requirements • Limited technical manpower and capacity constraints • Ensuring enforcement consistency under operational pressure	15.1 PQR (Position Qualification Requirement): • Minimum Class 2 Certificate of Competency (Deck) plus 3 years' work experience in the relevant field OR • Marine Engineer Class 2 Certificate of Competency, or equivalent plus 3 years' work experience. OR

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	• Advanced Diploma or Diploma in Applied Science (Nautical Science) plus 3 years as a Second Officer Key Attributes (Personal Qualities): - Strong leadership, supervisory, and mentoring capability - High level of technical judgement, integrity, and professional ethics - Strong communication skills with excellent report writing ability. - Ability to manage and coordinate multi-disciplinary technical teams. - Physically and medically fit (valid medical certificate by Maritime Recognized Medical Practitioner) to perform vessel and small craft inspection duties at sea and shore. - Mentally resilient with the ability to work under regulatory, operational, and time pressure. - Motivated, disciplined, and punctual with a strong work ethic - Ability to work independently and as part of a regulatory enforcement team. - Clean Police Clearance (validity not exceeding 3 months at time of appointment). Age Requirement: - Must be 55 years of age at appointment. Prerequisite: - Nil Job Training: - Flag State Control & Port State Control Training (IMO / Tokyo MOU) - Marine Accident Investigation Training
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	- Advanced Surveyor / Maritime Audit Training (IMO / Lloyd's) - International Member State Audit Scheme (IMSAS) Audit Training - Leadership and Technical Management Training
16. Job Training. - Flag State Control and Port State Control (IMO / Tokyo MOU training) - Marine Accident Investigation training - Maritime Surveyor and Audit training (IMO/Classification Societies) - Recognized Organization (RO) oversight and audit training. - Leadership and technical management development programmes	

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