GOVERNMENT OF KIRIBATI

Position Description

Position Title: Marine Surveyor **Salary Level:** 6-5	**Division:** Marine Division Ministry of Information, Communications, Transport & Tourism Development
Reports To: DOM	**Direct Reports:** DOM

Primary Objective

Inspect, Survey and Provide Vessels reports on small craft vessels including fishing boats and to make sure that all survey of vessels are complied fully as required under the Maritime Act and Regulations including international conventions and codes.

Decision Making Authority	**Key Contacts**	**Frequency and purpose**
Without referral to manager - examine and provide advice machinery equipments such as main propulsion engines, auxiliary boilers and turbines, electrical power generating plant, refrigeration and air conditioning plant and pumping systems - inspect standards of construction and witness tests of materials - inspect hulls, machinery and equipment during vessels construction to ensure standards and legislative requirements are met - conduct surveys throughout the vessel's life to ensure standards are maintained - perform inspections required by domestic statutes and international conventions - witness tests and operation of emergency and safety machinery and equipment - inspect life saving and fire fighting equipments onboard as required	Job Description / Terms of Reference assigned from DOM.	Daily / to ensure good management of Division.
After consultation with managers or others - Prepare survey reports - Prepare accident reports	**DOM**	As and when required.

Referred to manager or others - Carry out the daily work according to plan - Provide record of daily activities - Assist in the appointment of Assistant Surveyors - Affect scope of surveys - Issue Instruction to Surveyors - Provide information required to facilitate Surveying activity that needs special attention - attend court as an expert witness and assist in inquiries - Able to assist in the investigation of marine accidents.	DOM	As soon as Reports are obtained.

Key Accountabilities		
Key result area	**Major activities**	**Performance measures**
- Report any discrepancy from established guidelines - Report to work on time.	- Responsible to conduct Flag State Inspection/Implementation for small crafts - Ability to conduct a Port State Control inspection if required - Issue Survey reports and upkeep small craft vessels survey records - Liaise with shipping companies and other clients - Make declarations of compliance - Liaise with Classification Societies as and when required by DOM - Carry out other duties as and when required by the DOM.	Assessed through Work Plans specified for Marine Surveyor

Key Challenges	Selection Criteria
• To be able to work at times during odd hours • To be able to manage survey conduction and report writing • Ability to change and adapt to some of the new challenges • ensure that the ships in our waters are safe and sound.	**Qualification and experience:** A minimum of Class 3 Master With 3 years' relevant working experience. OR A Second Mate Foreign Going or Diploma in Applied Science or Nautical Science with sufficient sea going experience to attend a Class 1 Master course with 3 years as Master or OOW Officer of the (Watch) on vessel no less than 500grt with 3 years' relevant working experience. **Key attributes:** - Clean Police Clearance with a validity not exceeds 3 months - Ability to speak and write English
- Staying motivated and maintaining high performance. - Follow instructions from Senior Officers.	• enjoy the sea and maritime activities • an inquisitive mind with attention to detail • good written communication skills • aptitude for using computers • able to work with a variety of people • Smart • Physically and mentally fit • Motivated and punctual

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. Staff will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Government of Kiribati, All Ministries	**Prepared by:** **Approved by:**	**DoM Ruoikabuti Tioon** **Secretary Dr Teatao Tira**	**Date of Issue:**	**12.12.2018**