



**DEPARTMENT OF PERSONNEL MANAGEMENT**

*Form O&M 2.3*

**JOB DESCRIPTION**

	<b>SEQ. NO:</b> 4	<b>POS. NO:</b> NMSAHS.004
<b>DEPARTMENT:</b> NATIONAL MARITIME SAFETY AUTHORITY	<b>DESIGNATION/CLASSIFICATION:</b> HYDROGRAPHIC TECHNOLOGIST - GRADE 13	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION:</b> HYDROGRAPHIC TECHNOLOGIST	
<b>DIVISION:</b> NAVIGATION & SAFETY SERVICES	<b>HIGHEST SUBORDINATE:</b>	<b>POS. NO:</b>
<b>BRANCH:</b> HYDROGRAPHIC SERVICES	<b>IMMEDIATE SUPERVISOR:</b> MANAGER HYDROGRAPHIC SERVICES	<b>POS. NO:</b> NMSAHS.001
	<b>LOCATION:</b> PORT MORESBY	

**HISTORY OF POSITION**

<b>DPM FILE NO.</b>	<b>DATE OF VARIATION</b>	<b>DETAILS</b>
ODD 3-4-41	31/03/05	CREATE AS PER NMSA ACT

**1. PURPOSE**

Responsible to the Cartographic Technologist and Hydrographic Surveyor for the provision of technical support to the Hydrographic Branch with regard to the conduct of field surveys, charting projects, data processing, and information and database management system.

**2. ACCOUNTABILITIES**

2.1 Efficient compilation and processing of hydrographic survey data and Charts updated.

- 2.2 Efficient establishment, update and maintenance of electronic database in geographic format for chart compilation.
- 2.3 Effective communication and dialogue established with the shipping industry and other stakeholders with regards navigation aids, maritime safety and environment protection.
- 2.4 Timely compilation and issuance of Notices to Shipping.

### **3. MAJOR DUTIES**

- 3.1 Assist in the conduct of hydrographic surveys in PNG waters, conducted independently or in cooperation with the Australian Hydrographic Service (AHS), or private sector contractors.
- 3.2 Compile and process hydrographic survey data and information for use in the production of updated hydrographic charts.
- 3.3 Update and maintain electronic databases in geographic format for use in chart compilation, and for maritime safety and resource management purposes.
- 3.4 Maintain communications with the shipping industry and with local communities with regard to the operational status of all aids to maritime navigation.
- 3.5 Compile and issue Notices to Shipping for distribution to the industry and international authorities as required in the interests of maritime safety and environmental protection.

### **4. REPORTING AND WORKING RELATIONSHIPS**

#### **4.1 Internal**

- Manager Hydrographic Services
- Cartographic Specialist
- Hydrographic Surveyor
- Hydrographic Technologist
- Charting Officer
- Other NMSA Staff

#### **4.2 External**

- Australian Hydrographic Service
- PNG Defence Force (Navy)
- Private Sector Contractors
- Suppliers of Goods and Services
- Shipping Industry
- Local Communities
- Department of Lands (National Mapping Bureau)

### **5. POSITION AND PERSON SPECIFICATION**

#### **5.1 Qualifications**

- Technical College Diploma
- IHO Sanctioned Category B Hydrographic Training

#### **5.2 Knowledge**

- Hydrographic Surveys
- Charting
- MOU on Hydrographic Surveys between Australia & PNG
- Data and information compilation and processing

### 5.3 **Skills**

- Good Oral & Written Communication
- Good Organization
- Good Interpersonal & Personal Relationship
- Good Numerical & Computer Literacy

### 5.4 **Work Experience**

At least five (5) years technical support experience in conduct of surveys, charting, data processing, information and database management systems.