



**DEPARTMENT OF PERSONNEL MANAGEMENT**

*Form O&M 2.3*

**JOB DESCRIPTION**

	<b>SEQ. NO:</b> 3	<b>POS. NO:</b> NMSANI.003
<b>DEPARTMENT:</b> NATIONAL MARITIME SAFETY AUTHORITY	<b>DESIGNATION/CLASSIFICATION:</b> NAVAIDS TECHNICIAN - GRADE 13	
<b>OFFICE/AGENCY:</b>	<b>LOCAL DESIGNATION:</b> NAVAIDS TECHNICIAN	
<b>DIVISION:</b> NAVIGATION & SAFETY SERVICES	<b>HIGHEST SUBORDINATE:</b>	<b>POS. NO:</b>
<b>BRANCH:</b> NAVAIDS & INVESTIGATION	<b>IMMEDIATE SUPERVISOR:</b> NAVAIDS ENGINEER	<b>POS. NO:</b> NMSANI.002
	<b>LOCATION:</b> MADANG	

**HISTORY OF POSITION**

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

**1. PURPOSE**

Responsible to the Nav aids Engineer for the on-going servicing and maintenance of all aids to navigation and supervision of contractors and community maintenance program.

**2. ACCOUNTABILITIES**

- 2.1 Efficient maintenance of all rights.
- 2.2 Efficient supervision of community maintenance program and contractors.

### **3. MAJOR DUTIES**

- 3.1 Servicing and maintenance of all aids to navigation.
- 3.2 Input to operational plan.
- 3.3 Aids to navigation section of Madang and Port Moresby Locations.
- 3.4 Technical supervision of Aids to Navigation Contractors.
- 3.5 Liaison with community maintenance program.
- 3.6 Operation and maintenance of aids to navigation small boats.

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

#### **4.1 Internal**

- Manager Nav aids & Investigation
- Nav aids Engineer
- Nav aids Technician
- Other NMSA Staff

#### **4.2 External**

- Lighthouse Communities
- Contractors
- Suppliers of Nav aids Technical Equipments
- Suppliers of Goods and Services

### **5. POSITION AND PERSON SPECIFICATIONS**

#### **5.1 Qualifications**

- Diploma in Electrical engineering
- Diploma in Mechanical Engineering

#### **5.2 Knowledge**

- Contracts
- Nav aids Equipments and Systems

#### **5.3 Skills**

- Good Supervision
- Good Organization
- Good Oral Communication

#### **5.4 Work Experience**

Five (5) years experience in small boat operation, solar power systems and electronic control systems. Good physical condition and ability to climb and perform work in high structures.