



## NATIONAL MARITIME SAFETY AUTHORITY

### CAREER OPPORTUNITY

The National Maritime Safety Authority (NMSA) is responsible for promoting, complying with and maintaining world class maritime safety standards in Papua New Guinea consistent with legislation and commitments under National Legislation and International Conventions in order to facilitate a safe, efficient and environmentally responsible shipping sector for stakeholders in government, industry and the community. Under the mandate, NMSA ensures a fully functioning and effective network of aids to navigation; availability of high quality and up to date navigational charts; that vessels meet the safety standards required by law and international commitments; ensuring seafarers' competency through vigilant examination and certification, and coordinating maritime responses to distress calls and monitoring and controlling ship-sourced pollution. The NMSA now wishes to fill the following positions:

#### Administration Officer –NMSA Madang/Vanimo/Kimbe

##### **Job Objective**

To provide administrative and clerical support services to the field office where stationed and ensure general upkeep of the office daily functions. This include procurement of office supplies and equipment, reception and communication services involving mail handling and logistics to the Field Office

##### **Principal Accountabilities and Services Standards**

Among the core accountabilities the successful incumbent will:

*Collect and compile overseas ships particulars; Attend to seafarers; Collect and bank regulatory fees; Provide general office administration and clerical support; Provide front office/reception duties; Compile monthly ship data and assist ship inspectors with Port State Control (PSC) and Flag State Control (FSC) data; Attend to community development queries; And ensure NMSA values and code of conduct, OHSE and related policies and procedures are adhered to at all times.*

##### **Person Specification and Experiences**

The successful person for this position must meet the following requirements:

##### Skills

Possess good oral and written communication skills; Good customer service skills; Familiar with Microsoft word and excel; Excellent analytical and assessment skills with strong management, organizational skills and ability to multi-tasks; Must be a good leader with excellent interpersonal skills and able to lead and work effectively with/in a team and having the ability to innovate and recommend better ways of doing things.

##### Knowledge

Demonstrated knowledge and experience in office administration, procedures and processes; Technical knowledge in ships administration, PNG Shipping Act and Safety standards per Merchant Shipping Act would be advantageous but not necessary.

##### Qualifications

Minimum qualification for the position is Diploma in Business Administration/Office Administration or equivalent.

##### Experience

Minimum of 3 years relevant work experience in a similar role is most desirable. Some working knowledge and exposure in maritime sector would be advantageous.