



1. Position Identification:

Revised–March2022

Position Title: Coastal Radio Station (CRS) Operator (1)	Position No: TBC	Grade: TBC
Incumbent:		
Division: Maritime Operations	Department: Maritime Domain Awareness	Section: Marine Radio Communication Unit
Immediate Supervisor: Senior Radio Communications Officer	Highest Subordinate/s: Manager MDA	Position No.
Location: Head Office		

History of Position		
	DATE OF VARIATION	DETAILS

2. Position Purpose:

This position aims to work closely with the Maritime Rescue Coordination Centre (MRCC) and to enhance operational procedures within the Coast Radio Station (CRS) and the MRCC. It will raise awareness of the GMDSS communication system and procedures amongst PNG's Shipping Industry, the MRCC and CRS personnel. The position will promote best practice and efficient use of marine radio communication services in alignment with NMSA, NICTA, ITU and IMO procedures, practices and requirements.

3. Dimension:

Staff: Coastal Radio Station Operator works closely with Search and Rescue Coordinators (SRC) and other members of the Search & Rescue unit, Maritime Domain Awareness Team and the entire Maritime Operations Team.

Budget: N/A

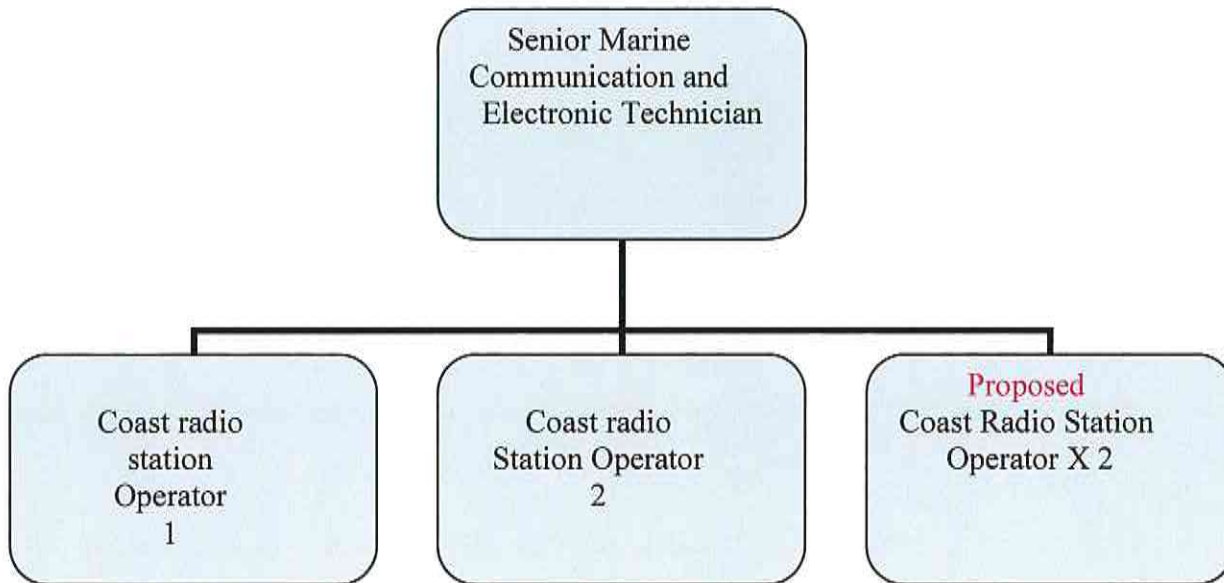
Equipment: GMDSS Operator Console, Office Equipment and Facilities–Desktop Office PC (1x1), office work space

4. Nature and Scope:

• Reporting Relationships

There are two distinct classification of reporting relationship at this level; this position is the more senior of the two positions reporting to the Senior Search and Rescue Coordinator for search and rescue matters and for matters relating to radio communication equipment and services (transmission failure, receiving failure etc) to the Senior Marine Communication and (MCE) and Senior Marine Communication and Electronic Technical on GMDSS technical issues. This position is based in Port Moresby.

This position is one of two radio operator positions reporting directly to the Marine Communication Engineer and the Senior SAR Coordinator.



- **Work Environment**

The Coastal Radio Station Operator operates within the ambit of MRCC and deals with tasks as delegated by the Marine Communication Engineer GMDSS and Senior Search and Rescue Coordinator. The position is based at the Head Office.

- **Constraints, Framework and Boundaries**

The Coastal Radio Station Operator's actions or activities are usually guided by set policies and practices (precedence) and Management directives or decisions. The Coastal Radio Station Operator operates within the boundaries of the NMSA Acts, the NICTA Act, PNG Merchant Shipping Act (1975), relevant national and international legislations pertaining to maritime safety and operations.

- **Challenges**

- Conduct periodic equipment test in order to ensure transmitters and receivers are operational
- Operate back-up communication system during system failure
- Promulgation of weather reports and other Marine Safety Information for ships at sea
- Coordinate radio-related aspect of locating and contacting ships that are missing or in distress
- Ongoing liaison with shipowners on ships position reporting,
- 24/7 watch-keeping by monitoring of all distress frequencies; and
- Reporting of incidences.
- Maintaining station logs of messages transmitted and received for activities such as ship in distress

• Working Relationships

The Coastal Radio Station Operator operates within the ambit of MRCC and deals with related matters in general.

Internal

- Senior Search and Rescue Coordinator
- MDA Team – Marine Communication Engineer
- MRCC shift coordinators staff

External

- Shipping Industry stakeholders
- PNG Maritime College and Fisheries College
- Other Administration – AMSA for coordination of SAR

• Skills, Knowledge, Qualifications, Experience

Skills

- Tune controls or throw switches in order to activate power, adjust voice volume and modulation and set transmitter on specified frequencies.
- Prepare situation report, including maintaining of station logs of messages transmitted and received.
- Ability to work independently and as a team player who demonstrate leadership and is able to work with Search and Rescue Coordinators with regard to day to day operation of MRCC and rescue operation
- Well developed written and oral communication skills. Able to communicate clearly and sensitivity with internal and external stakeholders as a representative of NMSA. This includes use of computers skills
- Work with trustworthiness and integrity and has a clear understanding of relevant ITU, IMO, and MSA Regulations
- Ability to operate under extreme circumstances including stress, especially in distress situation
- Ability to innovate and recommend better ways of doing things.

Knowledge

- Familiar with radio terminology and principles
- Radio Operating Practices concerning GMDSS radio procedures and practices
- Familiar with regulations applying to radio communications
- International Convention for the SOLAS
- ITU Radio Regulation
- NICTA Regulations
- IMO Requirements

Qualifications

GMDSS General Operator Certificate of Proficiency minimum Qualification: Verifiable references with previous work experience in coast radio station operation or similar would be a strong advantage. Relevant training and work exposures in similar field will also be considered. Incumbent may be requested to provide evidence of similar engagements or certificates

Experience

Desirable experience includes:

- Past quality work experience and similar work exposures

5. Principal Accountabilities and Service Standards

1. Tune controls or throw switched in order to activate power, adjust voice volume and modulation, and set transmitters and receivers frequencies
2. **Promulgation of Marine Safety Information**, the Maritime safety information is of vital concern to all ships. It is therefore essential that common standards are applied to the collection, editing and dissemination of this information. Only by doing so will the mariners be assured of receiving the information they need, in a form which they understand, at the earliest possible time;
3. **Transmitting and receiving distress calls** by the most rapid means available from ships at sea in their area of responsibility and acknowledges receipt
4. **Transmitting and receiving**, search and rescue communication on VHF and/or HF as applicable, with ships involved in search and rescue operations.
5. **Broadcast weather forecast**, strong wind warning and tides predictions received from the National Weather Office to all ships;
6. Transmitting and receiving search and rescue co-ordinating communications;
7. **Monitor emergency frequencies** in order to detect distress calls and respond. The available frequencies must be at least VHF channel 16 and/or 4125, 6215, 8291 or 12290 kHz HF (which must be monitored as soon as the Coast Station receives an alert on VHF channel 70 or HF DSC.
8. After a situation has been resolve, the communication operators have to **create detail report** of the incident. If an operator experienced communication issues or any other problem arose, a report keeps track of everything that happened in case a lawsuit is filed or disciplinary actions take place. All reports must be accessible for law enforcement officials and be available at any time.
9. **Maintain station logs** of messages transmitted and received for activities such as position reports and other marine related incidents.

6. General Responsibilities

These are standard to all NMSA Job Descriptions.

1. To adhere to all NMSA policies and directives including NMSA Act, Department of Transport Act/Regulations, HR policy Manual, and other relevant Acts and Policies & Procedures
2. To adhere to all employees responsibility and appropriate conduct stipulated in HR policy Manual
3. Equal Employment opportunity to promote equality of opportunity wherever possible
4. To be responsible of own safety and safety of your colleagues in accordance with Health and Safety clause in HR Manual, NMSA/Maritime Safety Act and OHS Act of PNG
5. To work in accordance with IT policies, email/internet and computer so that NMSA information is protected and not compromised
6. To “Walk the Talk” the NMSA Values, guided by her Vision and accomplishing the Mission

7. To undertake such other duties as may be reasonably instructed or assigned by the Search & Rescue Coordinator and/or Senior Radio Inspector

Job Description Document Confirmation Section

Job Title: Coast Station Operator 1 Job Grade: _____

Division/Department/Section: Maritime Domain Awareness

I have read and understood and hereby confirm that this is a true and accurate reflection of this job.

Job Holder – Signature

Print Name

Date

Department Manager – Signature

Print Name

Date