



1. Position Identification:

Revised March 2022

Position Title: Marine Communications Compliance officer	Position No: NMSA	Grade:
Incumbent:		
Division: Maritime Operations	Branch: Maritime Domain Awareness	Section: Marine Radio communication Unit
Immediate Supervisor: Senior Marine Communication officer	Highest Subordinate/s:	Position No.
Location: Port Moresby		

History of Position		
	DATE OF VARIATION	DETAILS

2. Position Purpose:

This position aims to work closely with Maritime Domain Awareness Team; to promote and develop best practices and efficient use of marine radio communication system and services, promoting GMDSS system and services amongst PNG shipping Industry, promote best practices and efficient use of marine radio communication equipment and services in alignment with National Regulations for NMSA and NICTA, and procedures, practices and requirements for ITU and IMO.

3. Dimension:

Staff: The Marine Communication Compliance Officer works closely with the Marine Communication and electronic technician and the Marine Communication Compliance officer, including, the Maritime Domain Awareness Team, Manager ship Surveys and Inspection, Manager Navigation Safety Service and the entire Navigation Safety Service Team and Maritime Operations Team.

Budget: Nil

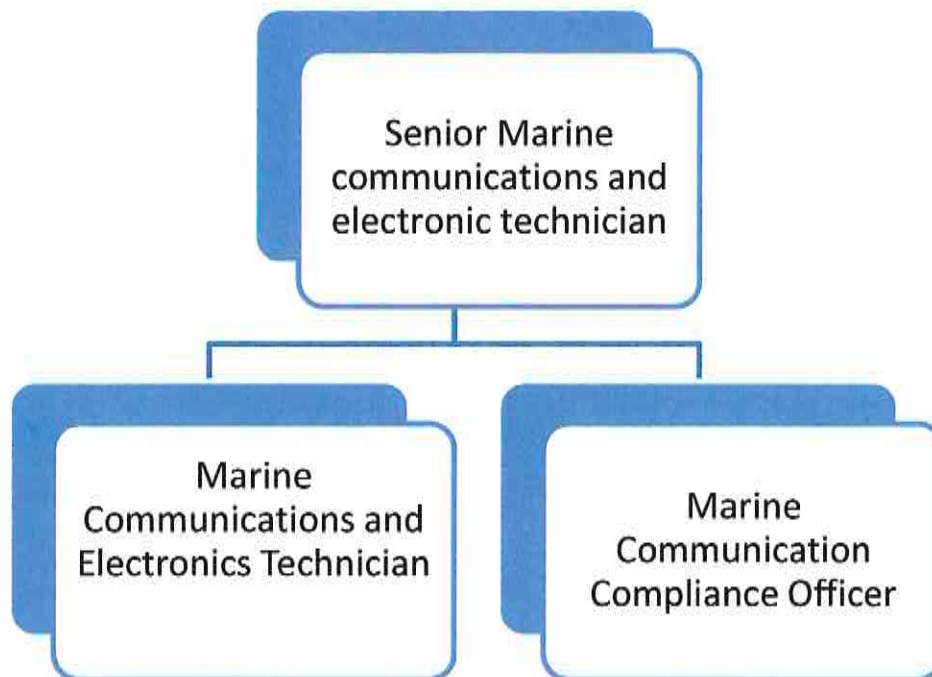
Equipment: Radio Communication test equipment, GMDSS Coast Radio Station equipment including transmitters, receivers and operator console, Microwave Radio Links, AIS test kits, Office equipment and facilities - desktop office PC, Office work station.

4. Nature and Scope:

• **Reporting Relationships**

This position reports to the Senior Marine Communication and electronic technician for compliance matters (i.e. GMDSS, NCSR, IMSO, NICTA) and for matters relating to communication equipment i.e. transmission failure, receiving failure etc., for cargo ship Safety Radio Certificate and safety survey to the Manager Ship Survey and Inspection.

This position reports to the Senior Marine communication and electronic technician.



- **Work Environment**

The Marine Communications Compliance officer operates within the principles and objectives of NMSA with regards to task and responsibilities as delegated by the Marine Communication and electronic technician. The position is based in Port Moresby

- **Constraints, Framework and Boundaries**

Work within the boundaries of relevant national and international legislations pertaining to maritime operations including International Maritime Organization (IMO) relevant conventions, PNG Merchant Shipping Act, NMSA Act, National Information and Communication Technology Authority (NICTA), International Tele-communication Union (ITU) and NMSA Corporate and Strategic Plans.

- **Challenges**

1. Strategy of NMSA is to be a dynamic, internationally respected regulator, provider and promoter of maritime safety and maritime environment protection.
2. The challenges to Marine Communications and Electronic Technician is:
 - Ship survey is conducted in accordance with relevant regulatory requirements in consultation with NICTA, ITU and IMO standards.
 - Install and maintain marine communication equipment including microwave radio links, multiplex equipment, and both analogue and digital and point to point communication system.
 - In ensuring the success of on-going registration of EPIRB's and PLB are carried out in accordance with COSPAS-SARSAT - IBRD database system.
 - In ensuring Cargo Ship Safety Radio Certificates are issued without delays.
 - In ensuring the GMDSS Coast radio station transmitters and receivers are operational 24/7.
 - Providing Technical assistance to Climate Change Development Authority and National Disaster Centre for their communication requirements.

Additional Information Relating to the Position

- The incumbent would be required to assist other technical department when required with technical support when attending meetings pertaining to its regulatory responsibilities.
- The incumbent should have a sound knowledge in the regulatory role of the department.
- The incumbent would be required to have some management training and management skills.

• **Working Relationships**

Internal

- Manager Maritime Domain Awareness
- Executive Management
- Non-exclusive Ship inspectors/surveyors
- IT department
- Relevant Corporate Services departments

External

- NICTA
- Telekom
- Climate Change Development Authority
- Radio Communication Contractors
- Ship owners and operators
- PNG Maritime and Fisheries Colleges
- Other government agencies

• **Skills, Knowledge, Qualifications, Experience**

Skills

- Ability to work independently and as a team player who demonstrate leadership and is able to work closely with the Management Team.
- Well-developed written and oral communication skills. Able to communicate clearly and sensibly 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 IITU, IMO, NICTA and MSA Act and Regulations.
- Ability to operate under extreme circumstances including stress, especially in distress situation
- Ability to innovate and recommend better ways of doing things
 - Good leadership and supervisory skills
 - Good decision making skills
 - High level interpersonal skills
 - Effective communication skills
 - Good level of analytical and research skills
 - Computer skills
 - Good report writing skills
 - Ability to mentor, coordinate and liaise
 - Understanding of project finance
 - Proficient in operating GMDSS and other radio communications systems

Knowledge

- Applied knowledge of Radio and communication system and services.

- Superior knowledge of use and application of radio communication equipment and test equipment.
- Thorough knowledge of the theory of radio transmission and reception.
- Good working knowledge of microwave, satellite, AM (Amplitude Modulation - Broadcast) HF SSB, VHF and FM communication techniques and systems.
- Good knowledge of relevant acts and regulations relating to maritime and shipping operations.

Qualifications

- Minimum qualification of a Diploma in Communication from a recognised institution and must possess certification in GMDSS.

Experience

- Minimum of more than 5 years in radio communication and have technical understand of radio communication principles.

5. Principal Accountabilities and Service Standards

- Ensure radio inspections and certifications are as per the national and international standards and regulations.
 - Installation, inspection, maintenance and repair of marine communication systems including microwave system and other electronic communication systems
 - Ensuring that the NMSA complies with NMSA, NICTA, IMO and ITU regulatory and legal requirements, as well as internal policies and bylaws
 - Working hand in hand with management and staff to identify and manage regulatory risk
 - Having appropriate disciplinary measures in place in the event of a regulatory breach in order to avoid a future recurrence
 - Maintaining open lines of communication with all relevant decision makers and stakeholders in order to keep all parties informed of regulatory changes
 - Ensuring standards through disciplinary policies to ensure NMSA achieves and maintains government compliance
 - Creating and implementing organizational policies, standards, and procedures to comply with applicable regulations
 - Ensuring that NMSA is equipped with internal controls that adequately measure and manage the risks it faces.
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- Ensure radio inspections and certifications are as per the national and international standards and regulations.
 - Identify, develop and manage radio communication projects to meet targets, budgets, and timelines.
 - Review and update the Radio Operators Handbook and Radio Qualification syllabus as per STCW.
 - Ensure all reports including ships inspection are accurate and submitted on a timely basis.
 - Ensure section is kept abreast with the radio communication technology and innovations.

- Maintain and update accurate data on EPIRBs and PLBs registration.
- Provide timely technical advice to management.

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

Job Description Document Confirmation Section

Job Title: Marine Communications Compliance Officer Job Grade: _____

Division/Department/Section: Maritime Domain Awareness - Radio Communications Unit

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