



1. Position Identification:

Position Title: Search & Rescue Coordinator **Position No:** **Grade:**13

Incumbent:

Division: Maritime Operations **Branch:** Safety Search & Rescue **Section:** Search & Rescue

Immediate Supervisor: **Highest Subordinate/s:** **Position No.**
 Senior Search & Rescue (SAR) Coordinator

Location: Headquarter, Port Moresby

History of Position

Date of Variation

Details

2. Position Purpose:

This position will respond to all maritime emergency calls and coordinate maritime search and rescue operations and jointly coordinate aeronautical search and rescue incidences or other maritime emergencies as directed by Senior Search and Rescue Coordinator.

3. Dimension:

- Staff: Nil
- Operating Budget: Nil
- Equipment and facilities: Office equipment, Navigational equipment and instruments, Automatic Information System (AIS), very high frequency (VHF) and high frequency (HF) Marine radios, On-line vessels trackers, COSPAS-SARSAT system, Global Maritime Distress Safety System (GMDSS), web based monitoring and tracking systems and Fisheries vessels monitoring systems.

4. Nature and Scope:

- **Reporting Relationships**
 - This is one of five (5) field search and rescue positions internally reporting to the Senior Search and Rescue Coordinator.
- **Work Environment**
 - Located at the NMSA Head Office, Port Moresby
 - This position is located in Port Moresby office and provides coordination support to the Senior Search and Rescue Coordinator and facilitates support to the Field Offices where required.
 - It involves working closely with Provincial Disaster Office, National Maritime Safety Authority field search and rescue officers and other partners in all maritime emergencies. The Maritime Rescue Coordination Centre operates on a 24 hour, 7 days a week basis.
 - This position will involve shift work, extended hours and weekend work.



- ***Constraints, Framework and Boundaries***

Works within National Maritime Safety Authority allocated budgets and resources, the boundaries of relevant national and international legislations pertaining to maritime operations including International Maritime Organization (IMO) relevant conventions, Search and Rescue Convention 79, International Aeronautical and Maritime Search and Rescue Manuals (IAMSAR), National Disaster Act, National Maritime Safety Authority Act and Corporate Plan.

- ***Challenges***

- Ensure prompt and effective coordination with Provincial Disaster Committees and other partners as appropriate.
- Using limited resources to effectively respond to distress calls and reports.
- At times working under challenging communication difficulties.

- ***Working Relationships***

Internal

- Senior Search and Rescue Coordinator, Officer in Charge's Field Office, other Search and Rescue Coordinators and officers and other relevant National Maritime Safety Authority departments.

External

- National Disaster Organization, National Fisheries Authority, PNG Air Services, Provincial Disasters Offices, ship operators, sea fearers, International Search and Rescue Organization (ISRO), International shipping companies and Non-Government Organizations, PNG Ports, Papua New Guinea Defence Force, Royal Papua New Guinea Constabulary, Yacht Clubs and other parties involved in maritime emergency prosecution.

- ***Qualifications, Knowledge, Skills, Experience***

Qualification

- Minimum qualification is Mate Class 1 and or Certification in Maritime Search and Rescue or equivalent.

Knowledge

Sound knowledge in:

- Maritime operations and navigation
- International Aeronautical & Maritime Search & Rescue (IAMSAR) Manuals
- Search and Rescue Conventions 79
- Radios and Global Maritime Distress Safety System (GMDSS)
- Vessel Monitoring Systems
- Certification in Maritime Search and Rescue (CMS)



Skills

- High level Coordination skills
- Good Analytical skills
- Excellent communication skills
- Applied knowledge of computer skills
- Very good application in Vessel Monitoring Systems (VMS), Long Range Identification Tracking (LRIT), Automatic Information System (AIS), Global Maritime Distress Safety System (GMDSS) and CMS.
- Able to cope with unique and changing circumstances in Search and Rescue scenarios

Experience

- Minimum of 3- 5 years in coordination and or operations of search and rescue.

5. Principal Accountabilities & Service Standards

- Responsible to Senior Search and Rescue Coordinator to ensure immediate turnaround time to distress calls or reports.
- Responsible to Senior Search and Rescue Coordinator to ensure all search and rescue process is coordinated effectively.
- Responsible to Senior Search and Rescue Coordinator to maintaining a continuous, chronological record or log of search and rescue efforts, including message traffic, briefing notes, telephone calls, daily evaluation of progress and probability if detection.
- Assist the Senior Search and Rescue Coordinator to prepare briefs and debriefs of Search and Rescue Units (SRUs), collect and collate Search and Rescue intel, prepare Situation Reports (SITREPs), assist in preparing press information for Public Relations Officer (PRO).
- Responsible to and assist in maintaining a useful database of contacts, SRUs and other information necessary to effectively discharge Search and Rescue duties.
- Assist Senior Search and Rescue Coordinator to maintain constant dialogue with key emergency agencies.
- Ensure accurate and timely reports are prepared in conjunction with the Senior Search and Rescue Coordinator for submission to management.
- Responsible to Senior Search and Rescue coordinator for maintenance of the Marine Rescue Coordination Centre (MRCC) in a full state of readiness.
- Responsible to the Senior Search and Rescue Coordinator for other tasks allocated as required from time to time.