



1. Job Description:

Position Title: Manager, Safety, Search and Rescue	Position No:	Grade: 17
Incumbent:		
Division: Maritime Operations	Branch: Safety, Search and Rescue	Section:
Immediate Supervisor: Executive Manager Maritime Operations	Highest Subordinate/s: Chief Coordinator, MRCC Coordinator, Small Craft Safety Coordinator, Fleet Operations	Position No.
Location: Port Moresby		

History of Position		
	DATE OF VARIATION	DETAILS

2. Position Purpose:

Plan and manage department activities to ensure the professional and timely provision of: 1. Search and rescue coordination and response to reported maritime safety incidents; 2. Assistance to provincial Small Craft Boards, the supply of safety equipment and the conduct of small craft safety awareness activities; and 3. The management, maintenance, readiness and operations of NMSA's fleet of boats.

3. Principal Accountabilities and Service Standards

- To actively promote small craft safety, maintain effective search and rescue coordination and response.
- Maintain constant dialogue with regional partners and national stakeholders.
- Ensure departments' system and equipment are fully available and functioning.
- Ensure department business plans are planned, budgeted and implemented effectively.
- Provide leadership and guidance to department and ensure staff are adequately trained and developed.
- Provide timely reports and advice to executive management.
- Ensure department activities are planned and conducted timely and within budget.
- Coordinate with responsible parties to carry out effective Search and Rescue responses.

4. Dimension:

Staff: 23

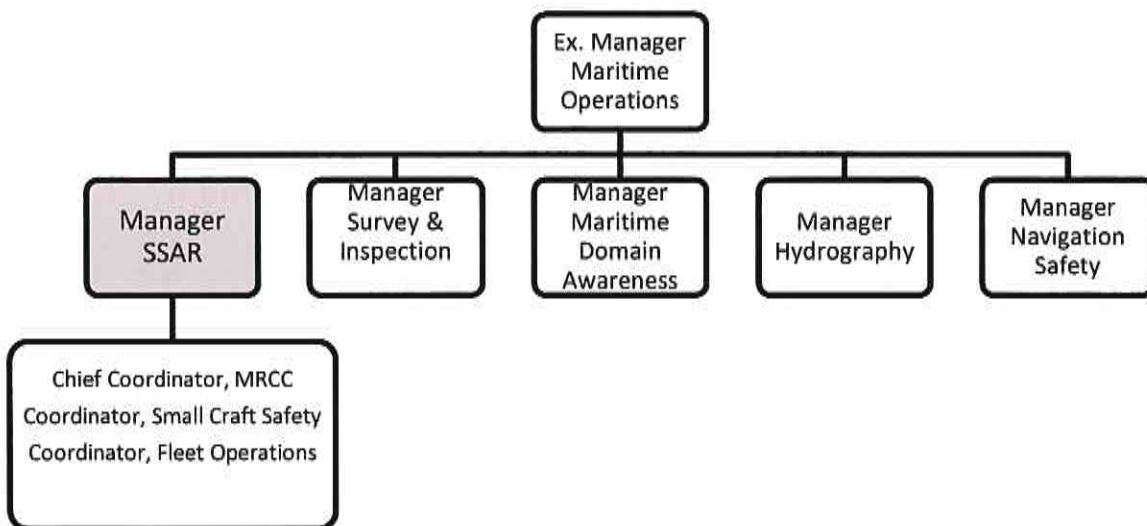
Budget: As annually determined.

Equipment: SAR Management Systems. SAR boats, SAR drones, beacons, trackers, safety equipment, office equipment, cameras, radios and Personnel Protective equipment (PPE).

5. Nature and Scope:

Reporting Relationships

This position is one of five (5) direct reports to the Ex. Manager Maritime Operations and reporting to it are Chief Coordinator, MRCC; Coordinator, Small Craft Safety and Coordinator; Fleet Operations.



• Work Environment

Position is located at Port Moresby office and work involves travel to Maritime Provinces to conduct SAR activities, equipment testing, provide training for officers on site and conduct investigations on incidents.

• Constraints, Framework and Boundaries

NMSA Act 2003, Merchant shipping Act 1975, Small Craft Act, 2011, SAR Convention 1979 and the SOLAS convention.

- **Challenges**

- Identify and holding owners/ operators accountable for small craft safety incidents.
- Timely responses to search and rescue incident reports.
- Influencing business outcomes for the department through liaising with executive management.
- Ensure the department is fully equipped to perform effectively.

- **Working Relationships**

Internal

- EMMO, Other departmental managers, department staff, OIC's Field offices.

External

- RPNGC Water Police Directorate, Provincial Small Craft Boards, Provincial Disaster Offices.

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

Skills

- Excellent leadership skills.
- Very High level interpersonal skills.
- Advance communication, presentation and negotiation skills.
- Good level of analytical skills.
- Advance Computer skills.
- Good report writing skills.
- Ability to mentor and manage.
- Investigative Skills.
- Planning and organisational skills.
- Ability to interpret and analyse statistical data.

Knowledge

- Good understanding of budget preparations.
- Good understanding of and the ability to interpret legislation, treaties and conventions.
- Understanding of Statistical analysis.
- Understanding of the need and use of field equipment including SAR craft.

Qualifications

- Minimum qualification is a qualification in emergency management, response or enforcement.

Experience

- Minimum 5 years in emergency 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;

5. To work in accordance with IT policies, email/internet and computer so that NMSA information is protected and not compromised;
6. To actively demonstrate the NMSA values, guided by its vision and accomplishing the mission;
7. To undertake such other duties as may be reasonably instructed or assigned by the Executive Manager Maritime Operations.