1. Position Identification:

Position Title: Senior VMIS Coordinator	Position No: NMSA.NS.	Grade: 15
Incumbent:		
Division: Maritime Operations	Department: Maritime Domain Awareness	Section: Vessel Monitoring Information Service
Immediate Supervisor: Manager, MDA	Highest Subordinate/s: Nil	Position No.
Location: Port Moresby		

History of Position		
	DATE OF VARIATION	DETAILS

2. Position Purpose:

This position is responsible to Manager, Maritime Domain Awareness for the effective, efficient and direct coordination and management of the Vessel Monitoring and Information Service (VMIS) and Vessel Monitoring Centre (VMC).
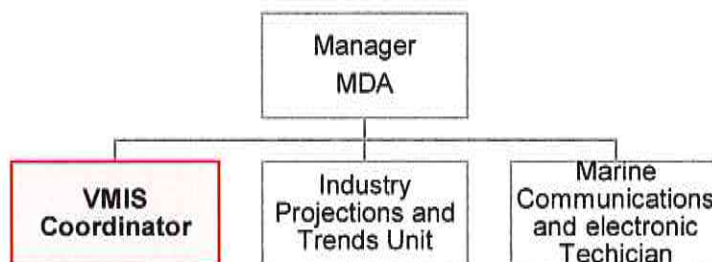
3. Dimension:

Staff: 6
Budget: Yes
Equipment: Office equipment,

4. Nature and Scope:

- **Reporting Relationships**

This position reports to Manager, Maritime Domain Awareness.

- **Work Environment**

  The Senior Coordinator VMIS position is located at the MRCC or VMIS Centre.

- **Constraints, Framework and Boundaries**

  Works within the boundaries of relevant national and international legislations pertaining to maritime operations including International Association for Aids to Navigation and Lighthouse Authorities (IALA), Merchant Shipping Act, NMSA Act and Corporate Plan, NMSA policies, Navigation Safety, SOLAS, UNCLOS, SAR Conventions, National VMIS Policies

- **Challenges**
  - Ensure timely and accurate collation and dissemination of information.
  - Ensure full operation within limited resources.
  - Ensure full function of VMIS
  - Creation of Office Space
  - Creation of Policies for VMIS function

- **Working Relationships**

  Internal
  - Manager Navigation Safety
  - Department staff
  - Survey & Inspection Department
  - Marine Environment Protection Department
  - Marine Search & Rescue
  - Marine Radio Communications
  - Finance & Administration

  External
  - Ship owners/operators
  - Shipping agencies
  - Ship yard workers
  - National Fisheries Authority,
  - PNG Ports Corporation,
  - PNG Water Police,
  - PNG Customs,
  - Pacific Towing,
  - PNG Maritime Element,
  - PNG Maritime Surveillance,
  - National & Provincial Disaster Offices.
  - JRCC Australia,
  - US Coast Guard,
  - Australian Navy,
  - Department of Environment and Conservations,
  - Yacht Club,
  - PNG Civil Authority.
  - PNG Weather Service
  - PNG GeoHazard
  - Rabaul Volcano Observatory
  - Provincial Administration
  - International Maritime Piracy Bureau

- All Vessel Masters
- Offshore platforms

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

Skills

- Advanced Computer Literacy
- Proficient use of AIS, SATAIS,LRIT, GMDSS, VTS equipment
- Excellent communication skills
- Coordination & Operational management skills
- Good interpersonal skills
- Good report writing skills
- Excellent analytical skills
- Excellent Chart work
- Ability to innovate and recommend better ways of doing things

Knowledge

- Sound knowledge of shipping administration/industry
- Good understanding of relevant agreements and MOUs
- Knowledge of Shipping documentation, Logistics & Operations
- Good understanding of relevant agreements and MOUs
- Advanced computer Literacy
- Data Management
- Competent in Mapping software's (Seafarer Viewer/Google Earth/ArcGIS/MapInfo)
- Basic understanding of Hydrography
- Well versed with maritime regulations (IMO/MARPOL)
- Understanding of Maritime SAR procedures

Qualifications

- Certified in Maritime Affairs & VTIMS Operations
- Certificate or Higher in Communications. (COC- Radiotelephony)
- Certificate in seafarer (nautical) qualification
- Certified GMDSS operators (ROC/GOC)
- Basic First Aid & CPR Certified for assistance to Ships in distress
- Advanced Computer or Systems Competency
- Maritime Administration (Operations & Logistics)
- Certification or higher in Maritime Affairs, Policies

Experience
Minimum of three (3) years' experience in

- Shipping Operations Management Background - Onshore (more than 3 years)
- Experience in Shipping Documentation & Logistics experience (more than 3 years)
- Experience in Data Analysis and Reporting (more than 3 years)
- Nautical Experience/Qualification (more than 3 years)

shipping movement role, exposure to use of VTS equipment, in shipping operations & logistics, experience in maritime communication systems & procedures.

5. Principal Accountabilities and Service Standards

- Direct management of the VMIS Operational Function
- Develops Annual Work Plan and Budget for the VMIS function.
- Ensures VMIS officers implementation of projected work Plan.
- Ensures full compliance of VTIMS to IALA requirements and standards for VMIS.
- Manages PNG Data Centre
- Meets & coordinates with Partner agencies (Internationally and Locally) to prove VMIS capabilities and service delivery.
- Develop VMIS Policy.
- Develop VMIS SOP.
- Ensures fluency of all data feed to and from VTIMS/VMIS for SAR, MEPD, Weather, Hydrography.