



1. Job Description:

Position Title: Data Entry Officer	Position No: NMSAEX.004	Grade: 10
Incumbent:		
Division: Maritime Operations	Department: Navigation Safety Services	Section:
Immediate Supervisor: Manager Navigation Safety Services	Highest Subordinate/s:	Position No.
Location: Port Moresby, Head Office		

History of Position		
	DATE OF VARIATION	DETAILS

2. Position Purpose:

The Data Officer will work closely with the Senior AtoN Engineer, Stores & Logistics Officer and the AtoN Technicians to collate, digitize and manage all data relating to AtoN operations and maintenance.

3. Principal Accountabilities and Service Standards

- Compiling, storing and managing of all data relating to operations and maintenance of the AtoN equipment and sites
- Compile Fault Failure Response reports
- Prepare Vandalism reports
- Compile Maintenance reports
- Update Nav aids Stores (spares/tools supply) and Inventory Registers
- Produce necessary reports
- Ensure all data relating to AtoN Operations and Maintenance are reliably managed.
- Identify and develop new ideas of data management where required.

4. Dimension:

Staff: Nil

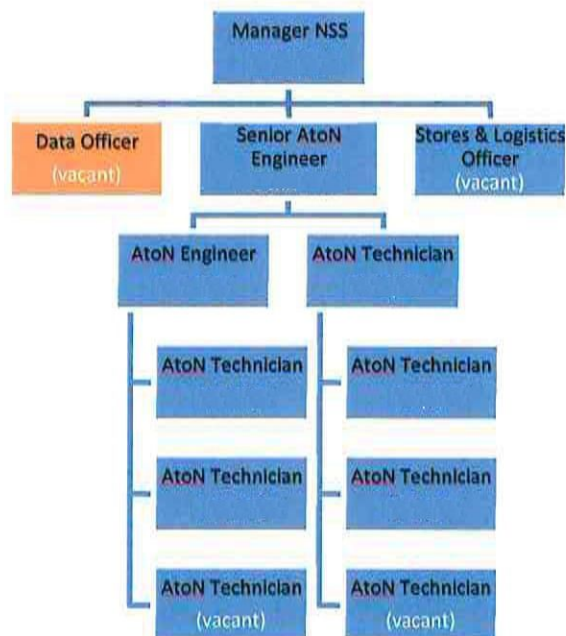
Budget:

Equipment: Office Stationary and Equipment

5. Nature and Scope:

• Reporting Relationships

The Data Officer is one of three (3) Managers positions reporting to the Manager Navigation Safety Services.



• Work Environment

This position is based in Port Moresby, Head Office and looks after navigation safety, search and rescue operations and marine aids around Maritime Provinces in PNG.

• Constraints, Framework and Boundaries

Works within NMSA allocated budgets and resources, the boundaries of relevant national and international legislations pertaining to maritime operations including International Maritime Organisation (IMO) relevant conventions, PNG Merchant Shipping Act, NMSA Act and Marine Pollution Regulations.

• Challenges

- Keeping abreast on the status of IMO convention implementation and recommend amendments to current legislation where necessary.
- Ability to influence business outcomes for the department through liaising with executive management.
- Contribute and promote the shipping industry to a sustainable manner for the greater benefit of the community.
- Constantly monitoring and ensuring safe shipping in Papua New Guinea.

• Working Relationships

Internal

- Manager NSS and other departmental managers
- Field officers
- Ship movement section
- Search and rescue section
- Information Technology department
- Marine Environment Protection department

External

- Department of Transport
- PNG Ports
- Ship owners
- Ship operators
- Shipyards and shipbuilders

- External/ Gazetted surveyors
- PNG Maritime College & National Fisheries College
- National Fisheries Authority
- Technical service providers

• Skills, Knowledge, Qualifications, Experience

Skills

- Excellent leadership skills
- Very High level interpersonal skills
- Advance communication skills
- Good level of analytical skills
- Advance Computer skills
- Good report writing skills
- Ability to mentor and manage

Knowledge

- Excellent knowledge of national and international maritime legislations and practices.
- Thorough knowledge of Port State Inspections (PSI) and Flag State Inspections (FSI) and ship surveys
- Merchant Shipping Act
- Pollution Prevention Act
- Maritime Labour Convention 2006

Qualifications

- ✓ Higher School Certificate, Gr.12
- ✓ Minimum of Diploma or equivalent in IT from a recognized institution.

Experience

Minimum 1-3 years of experience in similar IT field with data management skills

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 Manager Navigation Services.

Job Description Document Confirmation Section

Job Title: _____

Job Grade: _____

Division/Department/Section: _____

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