



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Deputy Director of Maritime and Shipping

DEPARTMENT: Maritime Department

MINISTRY: Ministry of Tourism

LOCATION: Providenciales

JOB SUMMARY:

This is a senior management position with responsibility to administer maritime laws and coordinate the operations of the Registry of ships and seafarers in the TCI. The Deputy Director supports the Director of DMAR to carry out strategic planning, policy design and make recommendations to government regarding appropriate legislation related to maritime safety and associated services. The Deputy Director provides support for the daily operations of the Department.

TASKS AND RESPONSIBILITIES:

1. Assist the Director in the development of effective strategic planning for maritime affairs.
2. Assist with the review and make recommendations for conditions for approval of maritime studies submitted to the Government.
3. Represents the Department on national committee meetings and TCI Government on regional and international conferences and workshop.
4. Assist with the preparation of Cabinet Papers/TORs on matters relating to the Maritime Sector.
5. Provide input for preparation of the Department's corporate plan, annual budget, annual operational plan, programmes and activities.
6. Develop draft procedures for approval by the Director.
7. Manage and promote productivity, welfare and work programmes of Department staff.
8. Conduct training, as appropriate, for staff and for other personnel.
9. Prepare annual performance assessments of supervised staff for submission to the Director.
10. Oversee the activities and maintenance of records of the British and Hamilton Register in accordance with applicable laws and policies.
11. Review and process documents related to the registration of vessels.
12. Prepare and issue maritime documents to vessels as required by law.
13. Provide the maritime community with information on the procedures for registration of vessels and related activities.
14. Oversee and maintain the Seafarers Register;
15. Coordinate the preparation of notices and procedures concerning training, certification renewal of seafarers' licenses and ensures conformity with the required standards.
16. Develop and maintain up-to-date procedures for the registration of seafarers' and complaints
17. Review and process documents for seafarers.
18. Recommend enforcement actions in respect of vessels and seafarers to the Director including marine pollution.
19. Collaborates with other stakeholders in the conduct of search and rescue operations in TCI waters.
20. Conduct enquiries into shipping casualties as provided under the Merchant Shipping Ordinance.
21. Oversee and maintain register of local oil suppliers.
22. Liaise with various stakeholders including vessel owners and operators.
23. Act as Director in the Director's absence.





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- 24. Adhere to all Public Service codes, rules and regulations.
- 25. Perform other duties assigned by proper authorities.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

- A Bachelor's degree or equivalent qualification in Maritime Affairs, Maritime Studies or Management from a recognized university or educational institution. A Master's degree is an advantage.

Experience:

The position requires a minimum of five (5) years relevant experience in a maritime-related field, of which at least three (3) years are at a senior level.

SALARY: Grade 8.1 - \$64,985.00 per annum

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

