



GOVERNMENT VACANCY

JOB TITLE: MARINE AFFAIRS COORDINATOR

DEPARTMENT: Maritime Department

MINISTRY: Ministry of Immigration and Border Services

LOCATION: The job may be based in Providenciales as needed and at the discretion of the Director, FMRM, the job may be relocated to another part of TCI.

JOB SUMMARY:

The post is mandated to contribute and provide support services required by Fisheries and Marine Resource Management (FMRM) to meet the requirement for compliance with the IMO III Code.

The role of the Marine Affairs Coordinator is the interface between Fisheries and Marine Resources Management and Departments and Statutory Bodies with maritime responsibilities to provide reports and updates to Maritime Oversight Committee. Therefore, all official flag, port and coastal State communications and decisions in respect of the TCI's audit and compliance with the III Code will be conducted.

The job holder will support the Director of Fisheries and Marine Resource Management with tracking, follow-up and, where necessary and through the relevant Directors and Senior Managers, enforce the close-out actions of Gap analysis and IIIC audit Findings in accordance with IMO requirements.

The job holder liaises externally with other Department and Statutory Agency with maritime responsibilities, including Department of Environmental and Coastal Resources, Marine Branch of the Royal Turks and Caicos Island Police Force, TCI Port Authority etc., in addition to the general public.

KEY DUTIES AND RESPONSIBILITIES:





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

1. Carry out a review of the current situation in TCI progress in meeting III Code requirements and identifying areas where additional work is required
2. Provide the Director with regular reports as to the performance of departments with maritime responsibilities reference the III Code strategy.
3. Work with Committees to support specific work streams, including defining and documenting responsibilities, authorities, qualifications and continuous training of personnel who manage and perform work relating to and affecting safety and pollution prevention.
4. Completion of mandatory audit documentation (TCI III Code Action Plan); ensuring proper delivery of III Code elements within FMRM and external stakeholders.
5. Planning and response to UK MCA visit, III Code Audit Findings and Observations; and management of close-out actions.
6. Managing the interface and interaction between the various III Code elements delivered by the FMRM and other maritime stakeholders and ensuring III Code mandatory submissions and audit Findings are properly managed, tracked and closed out in accordance with IMO requirements.
7. Support the development of policies and procedures to meet the requirements of flag, port and coastal state obligations.
8. Support the development and management of the ship Register, including assisting in the production of guidance notes and procedure documents for registering vessels, survey and audits of vessels in line with the Policy and procedures for inspections.
9. Establish a methodology in conjunction with Staff to monitor international maritime standards and obligations and provide guidance and/or recommendations on their appropriateness for TCI and their adequacy.
10. Monitor activities taking place in the international maritime community via the IMO website and IMO Circulars.
11. Develop, assist and manage a quality management system for the Maritime Administration (e.g., Marine Police, DECR, TCIPA etc.)
12. Ensuring timely submission and uploading to IMO's Global Integrated Shipping Information System (GISIS) of TCI mandatory submissions in line with IMO required scheduling.
13. Support engagement with sea users, local stakeholders and businesses to improve understanding, change behavior and develop a culture of compliance.
14. Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other material that communicates maritime activities and services.
15. Developing and disseminating public relations materials that increase visibility among stakeholders.
16. Prepares documents, agenda, minutes, etc. for official meetings and circulates them as required.
17. Adhere to all Public Service codes, rules and regulations.
18. To perform other duties assigned by proper authorities.





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QUALIFICATIONS AND EXPERIENCE:

- A Bachelor's Degree in Maritime-related field of study or Communications or Management Studies
- Certificate/Diploma/Associate Degree Level or equivalent plus five (5) years' experience.
- Alternatively, a minimum of five (3) years' experience performing similar duties in the maritime industry or port operations.
- Required to be familiar with shipping regulations, codes and standards.
- Ability to meet deadlines and perform under pressure and unsupervised.
- A high level of computer literacy for compiling concise, logical and technically correct written outputs.

Compensation:

SALARY – Grade 7.1 \$54,670.00 per annum plus allowances

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.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

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.





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