



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## GOVERNMENT VACANCY

**JOB TITLE:** Maritime Officer

**MINISTRY:** Immigration & Border Force

**DEPARTMENT:** Fisheries & Marine Resources Management

**LOCATION:** Providenciales

### **JOB SUMMARY:**

This is a mid-level position, with national responsibility for the enforcement of all pertinent maritime laws in the TCI. The job holders are also to participate in all maritime activities; to maintain the maritime vessels and vehicles and equipment.

### **KEY DUTIES AND RESPONSIBILITIES:**

- Enforce all pertinent Maritime laws and regulations in TCI.
- Work with the Senior Maritime Officer to prepare and implement enforcement plans and strategies.
- Conduct Vessel and Land patrols, Dock Inspections and keep records of all observations and data collected.
- Interrogations, charge, arrest and present evidence in Court, when necessary.
- Assist with the Conduct of Port State Control Inspections and keep records of all Inspections.
- Assist in all Maritime Projects and Activities.
- Conduct Inspections on all commercial vessels under the Small Commercial Code (SCV Code 2014) when necessary.
- Assist with the up keeping and Maintenance of all the Department Vehicles, Vessels and other equipment etc.
- Enforcement of the Merchant Shipping Ordinance and Regulations
- Prepare case files as required for presentation to legal authorities.
- Inform and work with the Director and Deputy Director on all pending issues.
- Report to the Director, Deputy Director, Assistant Director and on matters pertaining to conditions in the field
- Perform other duties assigned by proper authorities.
- Adhere to all Public Service codes, rules and regulations.





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## **MINIMUM QUALIFICATIONS & EXPERIENCE:**

### **Qualifications:**

- Hold a minimum of a High School diploma and/or 3 CXC's or equivalent (to include Math and English language);
- Post-Secondary Certificate which includes good performance in the Sciences
- Boat Handling License

### **Experience:**

The post requires minimum of two (2) years on-the-job experience in law enforcement or related fields.

### **SALARY: Grade 5.1 - \$38,691.00 per annum**

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.

**Current serving officers must apply through their Head of Department.**

**Applications without all supporting documents will not be processed.**

**TURKS AND CAICOS ISLANDERS Need Only Apply"**

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

