GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Ocean Economy, Marine Resources, Fisheries and Shipping

Post: Shipping Officer

Salary: Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225
– 39,575 (13 044 070)

Effective Date: 01 October 2019

Qualifications:
A. A diploma in Logistics and Transport or Port Management or Ship Management or Ship and Port Agency or Ship Operations and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –
   (i) possess effective interpersonal and communication skills; and
   (ii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:
1. To assist the Director of Shipping in the implementation of the Merchant Shipping Act.
2. To provide technical support to all sections of the Shipping Division.
3. To keep an up-to-date record of ships registered under the Mauritius Flag.
4. To maintain updated records of various International Maritime Organisation (IMO) and International Labour Organisation (ILO) Conventions, recommendations, resolutions and amendments thereto and assist in the reporting information to international organisations.
5. To assist in –
   (i) the processing of applications for the issue of endorsement of recognition in line with requirements of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978 as amended (STCW) Convention for Certificates of Competency and Certificates of Proficiency; and

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S. Chundunsing (Mrs)
for Secretary for Public Service

01 October 2019

Date..........................................................
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(ii) the processing of applications for the issue of documents of
evidence, of Certificates of Competency and Certificates of
Proficiency.

6. To process applications for the issue of different types of certificates and
documents required by ship owners in line with the requirements of
different Maritime Conventions to which Mauritius is a party.

7. To keep updated record of ship statutory safety/convention certificates of
every vessel registered under the Merchant Shipping Act.

8. To monitor and keep track of the survey reports provided by recognised
organisations.

9. To verify and upload relevant maritime safety/shipping information and
reports on approved databases/websites on behalf of the Ministry.

10. To prepare invoices for the collection of annual fees for vessels registered
under the Merchant Shipping Act.

11. To assist in the implementation and maintenance of Quality Management
System.

12. To compile, analyse and classify statistical data on a yearly basis on –

(i) Flag State surveys/inspections, Port State control inspections and
casualty investigations;

(ii) number of personnel/seafarers trained in the different courses
conducted by approved maritime training institutions; and

(iii) fees collected under the Merchant Shipping Act.

13. To use ICT in the performance of his duties.

14. To perform such other duties directly related to the main duties listed
above or related to the delivery of the output and results expected from
the Shipping Officer in the roles ascribed to him.

CERTIFIED CORRECT

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S. Chandunsing (Mrs)
for Secretary for Public Service

01 October 2019