

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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CERTIFIED CORRECT



.....*S. Chundusing*.....  
S. Chundusing (Mrs)  
for Secretary for Public Service

01 October 2019

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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.



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*S. Chundunsing*  
S. Chundunsing (Mrs)  
for Secretary for Public Service

**01 October 2019**

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