



Position Title	Coordinator/Trainer/Database Administrator
Supervisor/Manager	Senior Shipping Officer
Reviewed Date	November 2018
Reviewed By	

(a) Prime Function/Purpose of Job

The role is responsible for updating and maintaining all records of the ships registered in Fiji and providing administrative support to the Manager and the team with data analysis and administration:

(b) Principal Objectives and End Results expected of the job

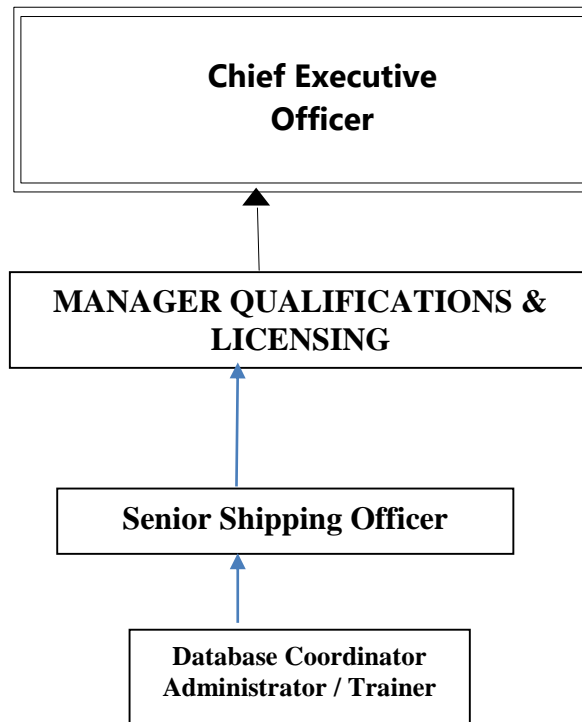
- i) Keep all ship data records up to date. These include new registered ships, change of ownership, change of ship name, discharge of mortgage, deletion of ship registrations and change of ship engine.
- ii) Ensure smooth operation of the Maritime Safety Data System (MSDM) and solving any issues or concerns raised on the system.
- iii) Provide access to relevant staff for the use of MSDS as per the line manager’s recommendations.
- iv) Conduct on the job training as well as refresher training sessions for staff on the use of MSDS as well as assess the competence of staff on the use of the system.
- v) Provide assistance to the team with computer and network.
- vi) Asses and provide feedback and or recommendation to all stakeholders in relation to ship enquiries on a timely manner.
- vii) Verify all ship documents and prepare ships registration certificates

(c) Job Dimensions

Number of Staff: NIL
 Operating Budget: As per Division’s Annual Budget

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(d) Organization Structure



(e) Knowledge, Experience, Skills and Attributes Required

The following are preferred:

- An advanced Diploma with at least 9 to 10 years of practical experience with relevant knowledge of Maritime certification and system
- Demonstration of excellent customer service and time effective service
- Knowledge of database systems and computer skills

The following are considered essential:

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Degree in Information Technology (IT) or Information System (IS) or Office Administration or Management or Accounting with 1-2 years of experience in a similar role.

Holds a valid drivers' license.

(f) Span of Control

- i) Division wide.
- Control and regulate vessels and Seafarer's by maintain a central database with networking to outer stations in efficiently and effectively manner.
- Safety of vessel, its crew, passengers, cargo and the marine environment.
- Administer the Maritime Safety Data System and network

(g) MSAF Levels and Freedom of Action

- To provide an efficient support service to our Technical Sections on behalf of our customers.
- To provide the initial contact between our customers and the administration on shipping matters.
- Liaise with Manager Q&L and Shipping Officer on Maritime matters.

(h) Problem Solving

Certificates by Manager Q & L and Shipping Officer

- Vessel registration C/O Registration & Licensing
- Issuance of the user's applications of the MSDS

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(i) Contacts

- Seafarers on daily basis regarding their Certificates.
- Stakeholders on daily basis regarding Shipping matters and Maritime affairs.
- MSAF Staff on the use of MSDS

(j) Challenges and Impact on Organization Results

- The job is completed within a given time frame whereby the customer is satisfied with the service rendered and later sends an email thanking for the wonderful job done.
- The training of staff proficiency in the use of MSDS to fulfil the customer needs in customer service.

(k) Additional Information Relevant to the Position

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