

**SIERRA LEONE CIVIL SERVICE
JOB DESCRIPTION
ASSISTANT DIRECTOR MARITIME**

JOB DETAILS

Job Title: ASSISTANT DIRECTOR MARITIME

**Supervisor/ManagerTitle: Deputy Director Of
Transport Policy and Research**

MDA: MINISTRY OF TRANSPORT

Unit/Division/Directorate: TRANSPORT

Grade: 9

Job Summary

Under the guidance of the Director, Transportation, the job holder is responsible for the planning, coordination and implementation of Maritime operations including development of operating procedures. He/she will also assist with technical training, supervision of staff to ensure the effective achievement of the Ministry's goals and objective.

Key Duties

Duty/responsibility	Estimated Percentage of time (%)
Assists with the formulation and implementation of policies and procedures on Maritime and Port safety standards within the industry in collaboration with line agencies.	20%
Collaborate with relevant institutions to develop sound policies and regulations on combating marine pollution and the preservation of the marine environment.	10%
Assist the Director with technical training and supervision of staff to ensure the effective achievement of the Ministry's goals	20%
Collaborate with development partners, relevant statutory bodies and institutions for the implementation of Maritime and Ports programmes in line with the Directorate's mandate and to ensure standards are maintained.	20%
Proffer advise on matters which may have an adverse impact on Maritime and Port operations and proffer suitable recommendations to problems	10%
Collaborate with relevant agencies in monitoring and evaluation of programmes, projects and activities related to Maritime and Port operations to ensure compliance with policies, procedures, safety rules and regulations.	20%

Occasional duties

The jobholder may be required to:

- Attend workshops, seminars, meetings, conferences, etc.

- Perform such other duties directly related to the main duties listed above or related to the delivery of result in the roles assigned.

Judgement and Decision-Making

The jobholder may be required to make decisions regarding maritime safety standards and determination of seaworthiness of vessels.

Educational Requirements

- A minimum of a Bachelor Degree in Maritime Engineering, Maritime Administration, Social Sciences, Project Management or an MBA or M.Sc. plus a full academic year professional qualification in Maritime Administration from an accredited institution.
- Proficiency in the use of Transportation management systems (such as Freightview, Transwide TMS, or UltraShip TMS)

Related Job Experience

A minimum of Six (6) years' proven experience working in the transport industry preferably within the public sector, three (3) of which must have been at supervisory level with a specialization in Maritime Administration

Competencies/skills

- Knowledgeable in the relevant international Maritime Conventions, codes and other instruments.
- Knowledgeable in Occupational Health and Safety and maritime safety best practices.
- Project Management Skills.
- Ability to make sound judgment and initiative.
- Ability to work unsupervised.
- Negotiation and mediation skills, with the ability to resolve conflict situations.
- Communication and presentation skills.
- Sound report writing skills.
- Excellent problem solving skills.
- Knowledge of environmental practices, particularly within the marine area.

Work environment

The job is mostly an office-based role with minor exposure to hazards and moderate exposure to physical activities due to prolonged use of computer. There is also an infrequent requirement to make an early start or late finish to work.