

**SIERRA LEONE CIVIL SERVICE
JOB DESCRIPTION
SENIOR TRANSPORT OFFICER - MARITIME**

JOB DETAILS

Job Title: SENIOR TRANSPORT OFFICER - MARITIME

Supervisor/ManagerTitle: Assistant Director - Maritime

MDA: MINISTRY OF TRANSPORT

Unit/Division/Directorate: TRANSPORT

Grade: 8

Job Summary

Under the guidance of the Assistant Director - Maritime, 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 (%) |
|---|----------------------------------|
| Provide support in the formulation and implementation of policies and procedures on Maritime and Port safety standards within the industry in collaboration with line agencies. | 20% |
| Support in Collaborating with relevant institutions to develop sound policies and regulations on combating marine pollution and the preservation of the marine environment. | 10% |
| Support the Assistant Director with technical training and supervision of staff to ensure the effective achievement of the Ministry's goals | 20% |
| Support in the collaboration 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% |
| Support in the collaboration 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 or Social Sciences from a recognized University.
- Proficiency in the use of Transportation management systems (such as Freightview, Transwide TMS, or UltraShip TMS)

Related Job Experience

A minimum of two (2) years' proven experience working in the transport industry preferably within the public sector.

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.