



**Job Description  
Nautical Surveyor  
Division: Maritime**

<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Nautical Surveyor
<b>Salary Range</b>	\$28,377.00 (A10/L10)
<b>Location</b>	Main Office @ Matautu-Tai
<b>Hours of work</b>	Monday to Friday, 8.30am to 5pm
<b>Reporting to</b>	Principal Technical Officer / AGM Maritime
<b>Responsible for</b>	N/A
<b>Contractual Status</b>	Permanent Subject to six months probationary period
<b>Primary Objectives</b>	Provide safe practices in ships operation and safe working environment and to participate in operational planning and reporting.
<b>Key Responsibilities, Tasks and Activities</b>	<ul style="list-style-type: none"> <li>❖ Oversee the Petty cash process Assist with Maritime Technical Officer in Contacting ship's deck inspection/survey</li> <li>❖ Assist with Maritime Technical Officer in conducting ISM &amp; ISPS Internal Audit onboard ship.</li> <li>❖ Ensuring that ships are complied with National, International Regulations, and Company procedures</li> <li>❖ Ensuring that Statutory and Classification surveys for all vessels documentation, plants and equipment are carried out.</li> <li>❖ Spot checks and follow up deck items on a regular basis of deficiencies, finding and inconsistency of internal and external audit result</li> <li>❖ Assist Principal Technical Officer with all marine shipboard safety and environmental protection policies are carried out in accordance with National, International Regulations, and Company procedures</li> <li>❖ Carrying out shipboard deck training and familiarization of the Company Safety Management Systems. (S.M.S.)</li> <li>❖ Dealing with non-conformities covering ship and shore based operations.</li> <li>❖ Assist Principal Technical officer in providing preparation of procedures in response to emergency situations.</li> <li>❖ Liaising with Ships Captain with regards maintenance/repair requires onboard ships fleet.</li> <li>❖ Contribute to the effectiveness of divisional policies by</li> </ul>

	<p>providing technical advice, support and feedback to the AGM Manager</p> <ul style="list-style-type: none"> <li>❖ Perform any other duties directed from time to time by Principal Technical Officer or AGM Maritime</li> </ul>
<b>Selection Criteria (Person Specification)</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>❖ Must have a Class 4 Master or equivalent qualification, and demonstrated knowledge and skills equivalent to this level (Essential)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>❖ A minimum of 4 years relevant experience as Captain on ship less/more than 500 GT (Essential)</li> <li>❖ Must have good knowledge and skills of ISM regulation and ISPS code (Desirable)</li> <li>❖ Must have good knowledge in ship handling and emergency skills (Essential)</li> <li>❖ Must have sound knowledge of National Regulations and International Convention (Desirable)</li> <li>❖ Must have good knowledge and experience of ISM internal and external auditing standards and procedures (Essential)</li> <li>❖ Proven knowledge and experience in ISM internal and external audits (Essential)</li> <li>❖ Must have good reporting and communication skills in both English and Samoan (Essential)</li> <li>❖ Must be mentally and physically fit to work onboard (Essential)</li> <li>❖ Strong computer literacy (Desirable)</li> <li>❖ Must be mature and honest (Desirable)</li> </ul>
<b>Continued Professional Development</b>	<p>The Samoa Shipping Corporation is committed to provide CPD for the successful candidate. SSC expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience</p>