



JOB DESCRIPTION
Principal Crewing Officer
MARITIME DIVISION

Job Title	Principal Crewing Officer
Salary Range	\$55,431.00 - \$64,501.00 (A16/L16)
Location	Samoa Shipping Corporation Limited Head Office, Matautu Tai
Hours of work	Monday to Friday, 9am to 5pm
Reporting to	Assistant General Manager Maritime
Status	Contract 3 Years
Primary Objectives	<ul style="list-style-type: none"> • Provide safe practices in ships operation and ensure crewing is managed effectively for all vessels belonging to the Corporation. • Ensure safe working environment for crew and compliance with STCW95. • Primary contact for crew emergencies and able to cover for relieving crew.
Key Responsibilities Tasks and Activities	<ul style="list-style-type: none"> • Work closely with AGM-Maritime in enforcing policies related to crew personnel's as well as crew manning and crew welfare. • Enforce relevant documents for new crew and update crew database with all appropriate and recent records. • Monitor and enforce compliance with the MLC 2006 and other relevant Conventions. • Documentation and data relevant to all seafarers employed by the Corporations are maintained and readily accessible and shall include, documentation and data on their experience, training, medical fitness and competence in assigned duties. • Monitor to ensure seafarers STCW certificate are all in operational. • Monitor and ensure that seaman's welfare on board vessels is meeting in compliance with Samoa Shipping Act 1998 and International convention requirements for Ships' manning. • Keep an updated record of all crews' whereabouts, crew on leave, off or sick, or relieving crew in case of crew change. • Find training opportunities for seafarers • Monitoring all vessels of the fleet out at sea, by maintaining watch and keep in contact/maintaining good communications on HF radio. • Prepare Monthly Crewing Reports

	<ul style="list-style-type: none"> • Assist in coordinating vessels movement during emergencies ie: tropical cyclones, etc.
Other Duties	<ul style="list-style-type: none"> ❖ Assist in Maritime Internal Audits ❖ Coordinate consultation and reviewing ISM & SMS Manual ❖ Perform any other duty as directed by the AGM Maritime.
Selection Criteria	<ul style="list-style-type: none"> • Must have a Class 3 Master, or CE class 3, or equivalent qualification, and demonstrated knowledge and skills equivalent to this level (Essential) • A minimum of 5 years relevant experience as Captain or Chief Engineer on ship less than 1000GT (Essential) • Must have a good understanding with Maritime National/International law (Essential) • Must have good knowledge and understanding of STCW 1995, and Manila Amendment 2000 (Essential) • Must have a sound knowledge of ISM regulation and ISPS code (Essential) • Must have a good knowledge of Maritime Labour Convention (MLC) (Desirable) • Must have good knowledge in ship handling and emergency skill (Essential) • Must have good reporting skill in written and communication skills in both English and Samoan (Essential) • Strong computer literacy (Essential)
Continued Professional Development	<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>