



Making Barbados Work Better

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C I R C U L A R

FROM: CHIEF PERSONNEL OFFICER

TO: Permanent Secretaries
Head of Departments

DATE: 2017-08-02

Details Regarding the Vacant Post of Shipping Superintendent (International Transport) Ministry of Tourism and International Transport

In accordance with Paragraph 2 of the Recruitment and Employment Code of the First Schedule of the Public Service Act, Cap. 29, applications are invited from the suitably qualified persons for permanent or temporary appointment to the above-mentioned post.

QUALIFICATION REQUIREMENTS:

- (a) *A degree in Maritime Studies and not less than four years' relevant experience; or*
- (b) *A degree; and not less than six years' relevant experience in a maritime organisation.*

SALARY SCALE:

Z10-6: \$52,371.00 - \$56,823.12 x 1,762.80 - \$58,585.92 per annum.

DUTIES AND RESPONSIBILITIES:

- Monitors the implementation of the Shipping Act, Cap. 296, Shipping (Oil Pollution) Act, Cap 296A, the Shipping Regulations, 1994 as amended, and the Shipping (Watersports) Regulations, 2004;

- Assists the Director of Maritime Affairs in carrying out Barbados' international obligations relative to the work of the International Maritime Organisation and the development of standards and guidelines to ensure safety of life at sea and the prevention of pollution of the maritime environment by ships;
- Oversees the operation of the small vessel register for near coastal and Caribbean trade ships, less than 150 tonnes;
- Oversees the daily activities/operations of the Shipping Office in order to ensure efficiency;
- Performs port State control inspection of foreign ships at the Bridgetown port and other ports of entry;
- Provides training of port State control officers;
- Carries out safety oversight of local vessels;
- Advises and prepares reports on matters relating to Barbadian and foreign seafarers in accordance with International Labour Organisation Conventions;
- Attends international shipping meetings;
- Arbitration/resolution of Shipboard disputes;
- Provides leadership and motivates staff to meet targets and monitors and evaluates their performance.
- Performs any other job-related duties that may be assigned from time to time by the Director of Maritime Affairs; and

KNOWLEGDE:

- Good working knowledge of the Barbados Shipping Act. Cap. 296, Shipping (Oil Pollution) Act. 296A, the Shipping Regulations 1994, as amended, the Shipping (Watersports) Regulations 2004 and related Shipping Instruments;
- Good working knowledge of the International Maritime Organisation, Conventions, Protocols and Codes, particular those to which Barbados is party to;
- Knowledge and understanding of the Principles of port State control and its purpose in reducing substandard ships;

- Sound knowledge of the Local Maritime/Shipping Environment;
- Sound knowledge of the International Maritime Conventions, Protocols and Codes, particularly those that Barbados is party to;
- Public Service Act Cap. 29; and
- General Orders for the Public Service of Barbados 1970.

SKILLS AND ABILITIES

- Ability to communicate effectively both orally and in writing;
- Excellent management, leadership, and human relation skills;
- Excellent analytical skills;
- Ability to meet critical deadlines;
- Ability to train subordinates; and
- Work outside of normal working hours.

APPOINTMENT:

The appointment may be permanent or temporary. If permanent, the appointment is subject to medical fitness and a probationary period, except in the case of serving officers. If temporary, the appointment may be terminated by one (1) month's notice on either side.

LEAVE:

Leave is granted as follows:

Vacation Leave

Forty-two (42) days' vacation leave per calendar year, of which fourteen (14) must be taken annually or lost. At least five (5) of the fourteen (14) days must be taken consecutively. Maximum accumulation is one hundred and twenty-six (126) days.

Sick Leave

Twenty-one (21) days sick leave is granted per year, in the case of serving officers, or fourteen (14) days sick leave per year in the case of temporary officers.

METHOD OF SELECTION:

The selection process will be based on merit and may involve interviews, oral and/or written tests, and/or any other method of selection approved by the Public Service Commission. Only suitably qualified applicants will be considered for selection. A Priority List arising out of the selection process and approved by the appointing authority, will be valid for a period of two (2) years in keeping with the Paragraph 6 of the First Schedule of the Recruitment and Employment Code of the Public Service Act, Cap. 29.

Applicants should be aware that where more than one method of selection is used, applicants may be shortlisted in order to move on to the next stage of the selection process.

ASSESSMENT:

Officers will be assessed on the following: -

- Relevant qualifications and professional training;
- Experience;
- Performance at the interview;
- Performance Review and Development System (PRDS) appraisals;
- General suitability; and.
- An assessment method approved by the Public Service Commission;

It should be noted that the Performance Review and Development System (PRDS) appraisals will be required for all officers.

All officers are subject to the Public Service Act, Cap. 29, regulations, rules, orders and departmental instructions which may be in force from time to time and performance will be assessed annually using the Performance Review and Development System (PRDS).

Applications should be submitted on appropriate forms **(SC 35)** to be used by officers permanently appointed in the Public Service of Barbados and **(SC 21)** for all other applicants, accompanied by an **up-to-date Curriculum Vitae**, should be submitted through the Permanent Secretary or Head of Department to reach the Chief Personnel Officer, Personnel Administration Division, E. Humphrey Walcott Building, Corner Collymore Rock and Culloden Road, St. Michael, no later than **2017-09-15**.

Only applicants who fully meet the eligibility criteria at 2017-09-15 will be acknowledged.

I shall be grateful if you will bring this Circular to the attention of all staff in your Ministry/Department.

I. MOHABEER-CORBIN (Mrs.)
for Chief Personnel Officer

IM-C/kj