



**TE MANA TUMOTU O TE KUKI AIRANI  
MINISTRY OF TRANSPORT  
GOVERNMENT OF THE COOK ISLANDS**

PO Box 61 Rarotonga Cook Islands Phone (682) 28810 Fax (682) 28816 [www.transport.gov.ck](http://www.transport.gov.ck)

**POSITION SUMMARY**

<b>Job Title:</b>	Director of Maritime
<b>Division:</b>	Maritime Safety Authority
<b>Responsible To:</b>	Secretary of Transport
<b>Responsible For:</b>	4 staff
<b>Job Purpose:</b>	Promote and enhance a safe, secure and clean resilient maritime environment; facilitate an efficient maritime transport service.
<b>Job Classification:</b>	<b>Function</b> (Policy, Service Delivery, Regulatory, Corporate Support, Governance) <b>Jobwise Code</b> (S1-S6; O1-O6; T1-T7; L1-L9) <b>Band:</b> [Inserted after evaluation exercise]
<b>Date updated:</b>	18 March 2020

**AGENCY VISION**

**“SAFE, SECURE AND RESILIENT MANAGEMENT OF OUR LAND, SEA AND AIR ENVIRONMENT”**. The Ministry of Transport (MoT) is committed to ensuring the safe and secure operation of all aircrafts, vessels, weather reporting activities and administration regardless of size, nature of operation and location in, surrounding, and above the Cook Islands. This includes a safe, secure and resilient environment.

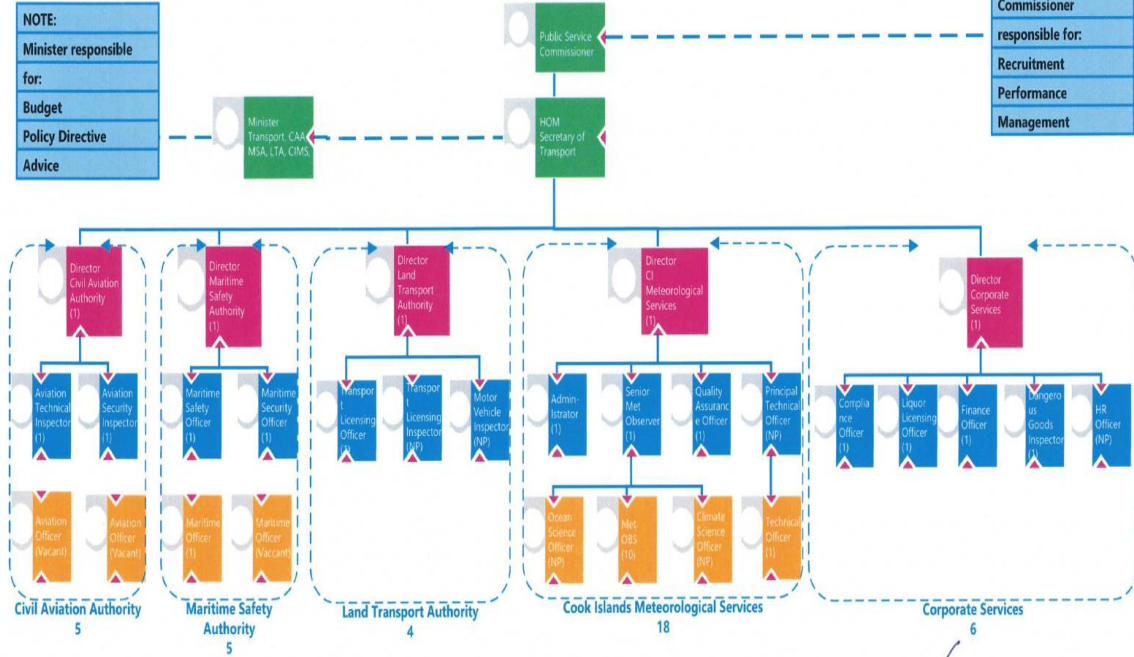
**ORGANISATIONAL STAFFING STRUCTURE**

# TE MANA TUMOTU O TE KUKI AIRANI

## Cook Islands Ministry of Transport Organisational Structure 2023-2025

<b>NOTE:</b>
Minister responsible for:
Budget
Policy Directive
Advice

<b>NOTE:</b>
Commissioner responsible for:
Recruitment
Performance
Management



<b>TOTAL FTE: 27</b>
<b>New Positions: 6</b>
<b>Vacant: 4</b>
<b>Part-time: 1</b>
<b>Total Positions: 38</b>

*[Signature]* 30-1-2024

Approved *[Signature]* Public Service Commissioner

## KEY RESULT AREAS (KRA'S)/OUTPUTS

KRAs for this position (maximum of 6)	Key Performance Indicators (use SMART principles)
<ul style="list-style-type: none"> <li>● <b>KRA 1: Maritime Documents and activities:</b></li> <li>● Implement and monitor maritime acts, regulations and other documents</li> <li>● Issue; suspend; revoke maritime certificates</li> <li>● Ensure register of certificates and other documents is maintained, including register of small vessels; register of certificates and documents issued.</li> <li>● Receive incident reports / carry out investigations as may be required</li> <li>● Ensure documents and records are maintained as required by domestic, regional and international legislation</li> </ul>	<p><b>Jobholder is successful when:</b></p> <ul style="list-style-type: none"> <li>● Maritime Acts, Regulations and other documents are implemented as per requirements stated within the documents.</li> <li>● Certificates issues, suspended or revoked in agreed time frame, and records of activities maintained.</li> <li>● Investigations carried out, reported on and recorded.</li> <li>● Maritime documents and records are managed and are up-to-date for audit purposes.</li> </ul>
<ul style="list-style-type: none"> <li>● <b>KRA 2: Oversight of Ports Authority and commercial flag (MCI)</b></li> <li>● Manage delegations under the Maritime Transport Act</li> <li>● Participate in regular, scheduled meetings with MCI (quarterly)</li> <li>● Participate in audits of MCI (ISO internal, ISO external, IMO, other)</li> <li>● Suspend / revoke documents as may be required</li> <li>● Ensure records are maintained regarding all aspects of Flag obligations</li> <li>● Review pilotage regulations as required to ensure Pilots maintain competencies</li> </ul>	<ul style="list-style-type: none"> <li>● All delegations implemented effectively, as evidenced through positive reports for ISO internal and external audits.</li> <li>● Participate in a minimum of four (4) meetings per year with MCI, as per regular schedule.</li> <li>● Database maintained for the suspension and revocation of documents.</li> <li>● Records are updated for flag state obligations and assessments.</li> <li>● Pilot competencies are compliant with regulations.</li> </ul>
<p><b>KRA 3: Domestic Maritime Activities</b></p> <ul style="list-style-type: none"> <li>● Ensure safety inspections carried out; training program implemented</li> <li>● Monitor domestic vessel activities including loading; cargo and passenger manifests</li> <li>● Support national plans (SAR, Pollution, Security) and the Cook Islands National Hydrographic Coordination Committee</li> <li>● Carry out duties of Maritime Safety Information (MSI) Officer, including monitoring Aids to Navigation (AtoN) provision and ensuring changes are identified through MSI.</li> <li>● Liaise on MSI and AtoN matters as may be required (international, regional and domestic)</li> </ul>	<ul style="list-style-type: none"> <li>● Safety inspections carried out; certificates / licences issues and recorded.</li> <li>● Domestic maritime training arranged and completed to address domestic requirements.</li> <li>● Domestic shipping activities monitored and records maintained.</li> <li>● Participation in relevant meetings for Hydrographic Committee; SAR, Pollution and Security</li> <li>● Duties of MSI carried out as per MSI requirements</li> <li>● AtoN are maintained in good working condition; changes on AtoN reporting as per agreed time-lines</li> </ul>
<p><b>KRA 4: Regional and International Engagement</b></p> <ul style="list-style-type: none"> <li>● Participate in regional activities, including meetings and training</li> <li>● Maintain contact base within the region</li> <li>● Assist in preparing for, and reporting on, meetings and training</li> <li>● Advise on requirements to amend legislation, policy or procedures based on developments at the regional level.</li> </ul>	<ul style="list-style-type: none"> <li>● Participation in regional activities as per priorities agreed with Secretary MoT</li> <li>● Briefs and reports on regional activities prepared in the time frame agreed and as per MoT QMS.</li> <li>● Submit reports for trainings and meetings attending including recommendations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure policies are in accordance with CLO guide to preparing drafting instructions</li> <li>• Reports include implications for and advice on possible amendments for maritime operations and legislation.</li> </ul>
<p><b>KRA 5: Requests for information / engagement with – other ministries; government agencies; media; general public:</b></p> <ul style="list-style-type: none"> <li>• Engage as required with other departments including Police, MMR, Ports, Telecom, ICI, PMO Provide maritime operational / technical advice</li> <li>• Assist in development of responses to address request, at the level of detail appropriate for the audience</li> <li>• Provide responses in a timely manner</li> <li>• Ensure record of response maintained</li> </ul>	<ul style="list-style-type: none"> <li>• Effective engagement with other areas as required.</li> <li>• Advice provided represents best practice and is provided within agreed time-frame</li> <li>• Response provided at the necessary level of detail within the time-frame agreed.</li> <li>• All responses are recorded in the response data base as per MoT QMS</li> </ul>
<p><b>KRA 6: Ministry activities and requirements</b></p> <ul style="list-style-type: none"> <li>• Participate in strategic and business planning activities</li> <li>• Provide input into budget process</li> <li>• Assist in reporting on behalf of the Ministry, including annual report and budget reports.</li> <li>• Adhere to requirements of the MoT QMS / identify opportunities for improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in strategic planning and business planning activities.</li> <li>• Input provided for budget process at least 2 weeks prior to deadline for budget submission.</li> <li>• Assistance provided for reporting processes.</li> <li>• OFI provided to MoT QMS manager within agreed time-frames.</li> </ul>

## WORK COMPLEXITY

<i>Indicate most challenging problem solving duties typically undertaken (3-4 examples):</i>	
1	Addressing multiple issues with significant, sometimes life and death consequences, and ensuring responses are provided in a clear and unambiguous manner.
2	Dealing with different levels of maritime knowledge with expert input at a global level.
3	Jobholder must be able to provide expert advice in time-critical situations and in accordance with relevant maritime legislation.
4	Provide technical expertise in matters of a maritime nature in order for Secretary and Minister to make an informed decision on recommendations

## AUTHORITY

Authority levels expressed in terms of routine expenditure, granting loans, and recruiting and dismissing staff. (*Explain the authority if any*)

<b>Financial</b>	No
<b>Staff</b>	Yes – has authority to recruit and induct staff in consultation and approval of the Secretary of Transport; dismissals are to be made upon recommendation and approved by the Secretary
<b>Contractual</b>	No

## FUNCTIONAL RELATIONSHIPS

<p><i>The requirement for human relations skills in dealing with other personnel and external contacts. (List the external and internal types of functional relationships)</i>Internal</p>	<p><b>Nature of Contact</b></p>	<p><b>External</b></p>	<p><b>Nature of Contact</b></p>
<p><b>Secretary, MoT</b></p>	<p><b>Heavy:</b> Advising, oversight, reporting, leading, influencing, advisory, managing, information sharing, providing information, reporting and seeking advice, informed decision-making, internal legislative advice,</p>	<p><b>Other Cook Islands Ministries and Departments</b></p>	<p><b>Promoting;</b> Negotiating, giving information, liaising, advising and collaborating with regard to international agreements, enforcement, oversight, internal legislative advice,</p>
<p><b>Aviation Authority</b></p>	<p><b>Medium:</b> Leading, influencing, advisory, managing, information sharing, providing information, reporting and seeking advice.</p>	<p><b>Maritime Cook Islands</b></p>	<p><b>Promoting:</b> Provide oversight, monitoring of the commercial flag for the Cook Islands (Maritime Cook Islands). Participate in MCI meetings and events; liaise with MCI fleet managers, deputy registrars and related staff.</p>
<p><b>CI Meteorological Services</b></p>	<p><b>Medium:</b> Leading, influencing, advisory, managing, information sharing, providing information, reporting and seeking advice.</p>	<p><b>Vodafone</b></p>	<p><b>Routine:</b> Provide oversight of marine radio watch responsibilities; liaise regarding Cook Islands response to obligations for provision of Maritime Safety Information and GMDSS. Liaison with regards to provision of maritime safety information (MSI)</p>

<b>Minister of Transport</b>	<b>Light:</b> Advice, Request for information,	<b>International</b>	<b>Routine:</b> IMO, IHO, IALA, others as required – ensure maritime safety, security, environment protection and efficiency of shipping meet international obligations and best practice. Liaison on regional maritime matters, including maritime security; training; assessments and audits.
<b>Other staff</b>	<b>Medium:</b> Leading, influencing, advisory, managing, information sharing, providing information, reporting and seeking advice, supporting and supervisory sharing, team bonding and sharing, paternal advice,	<b>Regional</b>	<b>Routine:</b> Facilitate coordination of, and participate in, maritime activities of the SPC Regional Maritime Programme. Giving and receiving information, attending meetings, seminars, and workshops. Liaison with regard to regional marine pollution matters.
		<b>Pa Enea</b>	<b>Routine:</b> Promote safety and security, oversight, investigation of marine casualty and incidents, deliver training, administer regulations, reporting, advising, issue maritime certificates,
		<b>General public</b>	<b>Routine:</b> Provide maritime related information and advice

## QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Level of education required to perform the functions of the position. This combines formal and informal levels of training and education.

<b>Essential:</b> (least qualification to be competent)	<b>Desirable:</b> (other qualifications for job)
<ul style="list-style-type: none"> <li>Master's in Business Administration or management related field</li> </ul>	<ul style="list-style-type: none"> <li>Master mariner</li> </ul>

## EXPERIENCE

The length of practical experience and nature of specialist, operational, business support or managerial familiarity required. This experience is in addition to formal education.

<b>Essential:</b> (least number of years to be competent)	<b>Desirable:</b> (target number of years you are looking for)
<ul style="list-style-type: none"> <li>15 years' experience as a master of a vessel and work experience in a senior management position</li> </ul>	<ul style="list-style-type: none"> <li>20 years plus work experience in the maritime sector and at a senior management level</li> </ul>

## KEY SKILLS /ATTRIBUTES/JOB SPECIFIC COMPETENCIES

Level of ability required for the job	
<b>Expert</b>	<ul style="list-style-type: none"> <li>• Fully conversant with all applications of skill/knowledge in a range of environments/ would be recognised by others as expert in this skill/knowledge could be expected to train others in this skill.</li> <li>• Operational and technical aspects related to the maritime environment.</li> <li>• National, Regional and International legislation and documentation (including maritime related conventions and protocols, regional agreements, national law such as the Maritime Transport Act and Ports Authority Act etc).</li> <li>• Analytical ability</li> <li>• Staff management - ability to lead staff and to delegate responsibilities appropriately and fairly as well as resolve staff grievances</li> </ul>
<b>Advanced</b>	<ul style="list-style-type: none"> <li>• Thorough understanding of skill/knowledge and is able to pass on skills in this area/recognised by colleagues as having proven skill/ knowledge in this area.</li> <li>• Strategic and business planning; management of human and financial resources.</li> <li>• Knowledge and Understanding of the CIGFPPM</li> <li>• Knowledge and understanding of the Transport Act, Civil Aviation Act, Maritime Transport Act, Sale of Liquor Act, and other Government legislation</li> </ul>
<b>Working</b>	<ul style="list-style-type: none"> <li>• Sufficient skill to apply in day-to-day operations in a fluctuating environment/ does not require supervision for routine tasks.</li> <li>• Implementation of maritime activities, including international, regional and domestic aspects, within the Cook Islands.</li> <li>• Policies, procedures and processes of the Public Service</li> <li>• Understand regional and international issues that may impact on the Ministry or government as a whole</li> </ul>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• Limited understanding of skill and knowledge area.</li> <li>• Sufficient in order to perform basic tasks.</li> <li>• Cultural importance of maritime and related activities within the Cook Islands.</li> <li>• MFEM Act, PSC Act, PERCA Act, Official Information Act, or any other legislation that may impact on the operations of the Ministry</li> </ul>

## CHANGE TO JOB DESCRIPTION

Changes to the Job description may be made from time to time in response to the changing nature of the Agency work environment - including technological or statutory changes.

**Approved:**

\_\_\_\_\_

HoM/Manager

\_\_\_\_\_

Date

\_\_\_\_\_

Employee

\_\_\_\_\_

Date