

Post Title	Port Terminal & Stevedore Superintendent	Salary Scale	Grade 5-4/3
Reporting Officer	Ports Master	ER 2021#	1
Department	Port Terminal & Cargo Operations	Location	KPA Headquarter, Betio
Minimum Qualification Requirements (MQR)	<p>Skills/ Qualifications</p> <ul style="list-style-type: none"> • Master Class III or Second Mate with at least five years working experiences as Second Mate Officer or Port Stevedore Foreman or related discipline. • Ability to read the Bay Plan and communicate it to subordinate staff <p>Personal Attributes</p> <ul style="list-style-type: none"> • Ability to leader and motivate staff • Ability to develop, implement and coordinate work plans of the supervised sections and achieve desired goals and targets. • Must have the ability to lead and motivate staff <p>Requirement</p> <ul style="list-style-type: none"> • Good knowledge on general port terminal operations • Familiar with ISPS Code and general safety standards of the Port • Proficient in Microsoft Office package • Excellent communications both in English and Kiribati • Clean police record • Physically and mentally fit • Age preferred is between 30 to 55 years 		
Nature of the post	The post holder will be responsible for the coordination and planning of container yard terminal and stevedore operations. The post holder is also responsible for planning and updating the daily container movement and delivery and place customer relations a priority in the department.		
Duties and responsibilities	<p>Key Responsibilities</p> <p>Port Terminal & Stevedoring</p> <ul style="list-style-type: none"> - Manage the day to day operations of the Port Terminal and Stevedore sections. - Forward all vessel/cargo documents that are listed on the vessel application forms to all concerned staff for their information on any particular vessel. - Prepare and distribute load and discharge lists and cleaning of containers forms to all concerned staff. - Receive, check and forward vessel application form to the Chief Executive Officer and Ports Master for their approvals on overseas operation. - Compile and submit shift rosters of stevedore for approval prior vessel operations and ensure that casual workers are recruited from the approved list of casuals. - Inform stevedores and everyone involve in the operation once the ETA of the vessel has been confirmed prior the commencement of the vessel operations. - Does the roll calls prior vessel operations and ensure that those who fail to attend their allocated shift have been replaced. - Check and ensure that all documentations (export receivable form) on export cargoes are received at least three days prior vessel final date of arrival. - Ensure that all empty containers are loaded in the yard at least twenty four (24) hours prior vessel operations. - Communicate with appropriate personnel and recommended places on First Aiders & Emergency responders. - Place the orders on cargo gears and other stock to ensure they are ready at all times - Prepare and submit the accident/incident report to the Ports Master within twenty four hours after the incident happens within the department. - Ensure that lifting gears are repaired and maintained to ensure compliance to safety standards. 		

	<ul style="list-style-type: none"> - Prepare and distribute cargo bay plan to shift supervisor prior vessel operations. - Prepare work scheme sheet one day prior operations - Prepare and sort out load list prior the vessel operations - Ensure that Port Terminal and casuals comply with approved safety standards and security requirements - Compile records on the lashing, unlashng, shifting on board and ensure that forms on these have been certified and counter-signed by the Ship Officer. - Reconcile all vessel records after the operations and to carry out comparisons with agents documents received. - Compile charges from various shift Foremen involved in the vessel operations immediately after vessel operation and raise these charges to the Accountant for prompt invoicing. - Prepare charges on stevedore operation and submit it to Finance Manager or Senior Accountant immediately after departure of the vessel. <p>Yard Planning</p> <ul style="list-style-type: none"> - Liaise with Machine Operators and Yard Planners on coordinating and updating yard planning and movement of containers - Liaise with the Machine Operator on the availability of machine and manning for the delivery and collection of MT containers from outside the port purpose - Control the movement of containers within, into and out of the yard - Deal with the releasing of empty and full containers and ensure that all payments have been paid for the use of machines - Perform any other tasks that may be assigned by supervising officer from time to time. 		
Submitted by:		Signature:	
Approved by:		Signature:	
		Date:	