

JOB DESCRIPTION

Job Title	Flag & Port State Inspector
Grade	Technical – MSD
Salary Range	As per Flag & Port State Inspector Grade within the Collective Agreement for Technical Grades within the Merchant Shipping Directorate
Directorate / Unit	Merchant Shipping Directorate / Technical Unit
Report To	Senior Manager Technical Compliance
Direct Subordinates	According to the exigencies of the service

MAIN JOB PURPOSE

To ensure that Maltese registered ships, and foreign flagged ships calling at Maltese ports, are in full compliance with all the relevant national and international conventions, rules and regulations.

To liaise with recognized organizations and ship owners/managers in order to ensure effective implementation of international standards and carry out such investigations, audits, or inspections as deemed necessary.

MAIN DUTIES & RESPONSIBILITIES

Key Responsibilities	Key Elements
Main Responsibilities	<ol style="list-style-type: none"> 1. To ensure that Maltese flagged ships are at all times in full compliance with all the relevant national and international standards. 2. To assist in the implementation of merchant shipping legislation and international maritime safety and pollution prevention conventions. 3. To maintain extensive liaison with external regulatory authorities, government agencies and ship owners/managers 4. To monitor closely the work (surveys and certification) carried out by recognized organizations authorized to carry out statutory work on behalf of the Government of Malta and to monitor and authorize the issuance of exemption certificates, conditional certificates and extensions of validity. 5. To carry out investigations following the detention of Maltese ships by other port States in foreign ports. 6. To carry out audits, surveys and inspections onboard ships or at offices, both in Malta and abroad. 7. To assign inspections, monitor and initiate follow up action on flag State inspections carried out by appointed Malta flag State inspectors abroad. 8. To carry out port State control inspections on foreign flagged ships calling at Maltese ports, in order to verify that the state of the ship and its crew are in conformity with international standards. 9. To implement policies established by the Directorate on the implementation and enforcement of IMO/ILO conventions, EU and

Key Responsibilities	Key Elements
	national legislation.
General Operational Management	<ol style="list-style-type: none"> 1. To make recommendations for the development of administrative procedures to support and maintain measures for the effective application and enforcement of IMO/ILO Conventions, and EU and national legislation. 2. To develop and maintain effective and efficient communication and co-ordination arrangements and best work practices with other members of the Technical Department and the Directorate. 3. To assist in the training of new personnel attached to the Technical Department whenever requested to do so. 4. To keep abreast with developments in the maritime domain especially with regards merchant shipping.
Team Management	<ol style="list-style-type: none"> 1. To cultivate productive working relationships through internal teamwork networks. 2. To contribute knowledge and experience for the benefit of other inspectors to assist each other towards the achievement of shared goals.
Quality Assurance	<ol style="list-style-type: none"> 1. To adhere with written Department operating procedures and indicate gaps in procedures as written as applied. 2. To report on the projects and activities undertaken. 3. To ensure a high level of service throughout.
Personal Development	<ol style="list-style-type: none"> 1. To ensure dedication to safety and the protection of the marine environment. 2. To ensure well developed communication skills and demonstrate interpersonal skills with the ability to liaise with a variety of individuals and organizational representatives, including those from differing cultural backgrounds. 3. To ensure strong commitment to professional learning and self development.
Internal Relations	<ol style="list-style-type: none"> 1. To establish good working relationships with other Directorates and Units.
External Relations	<ol style="list-style-type: none"> 1. To maintain effective customer relations throughout.
Other	<ol style="list-style-type: none"> 1. To carry out, in a proper and professional manner, other duties assigned to him/her from time to time by the Registrar-General and/or the Authority.

Tasks and duties of the job holder are not limited to the above listed and employee may be required to assist other employees/departments or requested to perform other/different duties from time to time as the need may be.

Key Decision-Making Areas
<ol style="list-style-type: none"> 1. Day-to-day operational decisions. 2. Team Management. 3. Quality Assurance.

Key Performance Indicators (KPIs)

1. Carry out the required number of inspections.
2. Quality of service in the day -to-day operations.
3. External customer satisfaction.
4. Staff satisfaction.
5. Strengthens the international image of the flag.

PERSON SPECIFICATION - *The qualifications, experience, skills and other attributes required by the job holder.*

Essential

1. Qualifications

- A Certificate of Competence as a Master Mariner or a Chief Mate or equivalent; or
- A Certificate of Competence as a Chief Engineer or a Second Engineer Officer or equivalent; or
- A Bachelor's degree in Naval Architecture, Engineering or in an equivalent discipline, including safety management.
- A credible level of specialist knowledge based on appropriate qualifications.

And

2. Experience

- Practical experience in shipping.

3. Skills

- Excellent interpersonal and communication skills
- Excellent standard of written and spoken English
- Excellent people management skills
- Excellent report writing skills
- IT application skills

4. Other Attributes

- Highly organised, rational and able to make decisions
- Ability to meet deadlines and perform under pressure
- Well-developed problem-solving skills
- Positive attitude and able to challenge objectively
- A high level of personal drive, perseverance, and logic
- Trustworthy and of high moral integrity

Desirable

- Experience in the maritime sector
- Practical knowledge of quality assurance
- Knowledgeable on national, European and International developments in the transport sector.