



## **VACANCY**

Seychelles Ports Authority (SPA) is seeking to recruit qualified and experienced personnel for the following posts:

### **ABLE SEAMAN (MOORING SECTION) (1x)**

#### **Job Summary:**

- Assist during with berthing or unberthing of vessels
- Assist during any Port and Marine operation duties

#### **Essential Functions:**

- Ensure that all equipments allocated are well maintained and accountable for
- Ensure that vessels are berthed and unberthed safely
- Ensure that the duty crew roster is continuously maintained
- Ensure that the general area allocated is kept clean and tidy
- Maintenance of the bollards as allocated by the Mooring Supervisor, Senior Mooring Supervisor or Superintendent
- Carry out any other duties as delegated by the Mooring Supervisor, Senior Mooring Supervisor or Superintendent

#### **Qualifications & Experience:**

Valid AB license /AB certification with minimum 5 years' experience certificates required by STCW 2010

#### **Knowledge & Abilities**

- Ability to follow instruction and to carry out task with minimum supervision
- Willing to work as a team
- Good at troubleshooting faults
- Good knowledge of safety procedures
- Good communication skills
- Punctual

## **ABLE SEAMAN (SHIFT SECTION) (1x)**

### **Job Summary:**

Able Seaman perform routine deck operation aboard the vessel including cleanliness of the vessel.

### **Essential Functions:**

- Assisting the Coxswain for the preparation of the pilot boat operation
- Maintenance works and other duties as instructed by the coxswain, Senior/Head coxswain or Superintendent
- Assist in taking over supplies from the store
- Carry out mooring operations
- Closely monitor all personnel boarding and disembarking from vessels and ensuring it is done in a safe manner
- Ensure that coxswains are alerted on time of any obstruction in the pilot boats path
- Maintenance of the Pilot boat as instructed by the coxswain, Senior/Head coxswain or Superintendent
- Cleanliness of the Pilot Boats including assisting the mechanic with the engine room when required
- Cleanliness of the pilot boat Layby as and when required
- Carry out navigational watch
- Any other duties as specified by the coxswain, Senior/Head coxswain or Superintendent

### **Qualifications & Experience:**

Valid AB license /AB certification with minimum 5 years' experience certificates required by STCW 2010

### **Knowledge & Abilities**

- Ability to follow instruction and to carry out task with minimum supervision
- Willing to work as a team
- Good at troubleshooting faults
- Good communication skills
- Punctual

## **ASSISTANT TUG MASTER (1x)**

### **Job Summary:**

The Assistant Tug Master must assist the Tug Master to operate and maintain SPA Tugboats and to assist the Tug Master in berthing/unberthing/shifting, towage and buoyage maintenance when required. The Assistant Tug Master shall also assist the Tug Master to supervise the duties of the Tugboats as required.

### **Essential Functions:**

- Being able to operate all Tugboats during operation under the guidance of the Tug Master, which includes navigation, assisting vessels to berth/unberth/shift, buoyage maintenance, towage/salvage and emergencies
- Allocating duties to the Bosun and subordinates on a daily basis as well as the supervision of all crew on board
- Ensuring that Tugboats are properly maintained according to the planned maintenance system and that proper procedures are followed at all times
- Assist in safely handling of ropes and/or wires as instructed by the duty pilot
- Assist the Tug Master to maintain logs, attendance books, shipping movement books and inventory books
- Assist the Tug Master to prepare a monthly report
- Assist the Tug Master to maintain overtime records for all tug personnel
- Any other duties as may be delegated by the Harbour Master or an appointed officer by Harbour Master including Deputy Harbour Master, Marine Superintendent and Pilots

### **Qualifications & Experience:**

- 60 nautical mile Certificate of Competency and eligible for Class 5 Examination
- At least 5 years relevant sea-going experience.

### **Knowledge & Abilities:**

- Knowledge of the company's day to day operations
- Conversant in boat handling
- Good Knowledge about maintenance
- Knowledge in seamanship practical
- Knowledge in Coast Navigation
- Good Leadership skills

## **PUBLIC RELATIONS & COMMUNICATIONS OFFICER (x1)**

### **Job Summary:**

The Public Relations and Communications Officer is responsible to assist with the creation and implementation of a strategic, multi-faceted public relations programme to build and strengthen SPA's role and reputation as the sole port authority in Seychelles.

### **Essential Functions:**

- Assist with the development of a strategic communications plan to support SPA's mission, goals and objectives.
- Build and foster collaborative relationships with other departments within SPA to stay informed and abreast of new initiatives, products and services.
- Identify opportunities to support organizational initiatives and develop communications materials and programmes to promote and publicise these activities.
- Assist in the development, implementation and management of external communications efforts for SPA.
- Build and foster long-term working relationships with stakeholders including media, members of the community, public relation officers and other organizations.
- Respond to media requests for information and facilitate media interviews.
- Assist with the development, review, research, and update an annual news media and public relations policy.
- Respond to public requests for information from stakeholders, government agencies, businesses, and others.
- Build relationships with professional counterparts in other professional organizations, locally and internationally.
- Coordinate SPA's communications support of special activities.
- Any other duties as may be required

### **Qualifications & Experience:**

- Diploma in Public Relations or Communications or Journalism or any related field.
- At least 2 years working experience.

### **Knowledge & Abilities:**

- Excellent communication skills
- Excellent report writing skills
- Excellent organising skills
- Good Computer skills (Including graphics designing)
- Analyze problems, identify alternative solutions
- Knowledge in marketing will be a plus
- Experience of communicating through intranet based systems

- A track record of managing and creating content for websites using a content management system
- Experience in using and evaluating the use of social media to support communications activities

## **PORT ENVIRONMENT & SOCIAL IMPACT OFFICER (x1)**

### **Job Summary:**

The Environment & Social Impact Officer's role is to ensure that the port operates in an environmentally responsible manner, mitigating any potential harm to the ecosystem and promoting sustainable development.

### **Essential Functions:**

- Ensure that the SPA has in place and is complying with its Environmental & Social Impact Policies in addition to all environmental laws.
- Support the formulation of a green port policy and devise relevant action plans to support its implementation.
- Support the implementation of a waste management policy and related programs to ensure proper waste disposal and recycling practices and implementation of waste reduction initiatives.
- Monitor and report on environmental performance, conduct environmental audits and liaise with regulatory agencies.  
Conduct regular monitoring visits of all port facilities according to the Environment & Social Impact Monitoring Plan to record and keep track of all activities that pose risks and negative impacts on the environment. Compile detailed site visit reports to communicate findings and make recommendations.
- Conduct surveys to assess the effectiveness of environmental policies and action plans.
- Conduct a brief environmental impact assessment prior to any SPA development projects, monitor environmental performance, and provide expertise on sustainable practices.
- Along with Environment, Social Impact and Safety Manager to act as first responder for all environment related incidents in any port facilities and in the port limit.
- Engage with stakeholders to promote environmental awareness and address concerns relating to the port environment
- Support the development of awareness campaigns, engage with the community, and promote sustainability practices.
- Assisting in the designing/ planning, coordination, and implementation of environmental projects or initiatives within the port. This may involve conducting research, preparing project plans, coordinating resources, and monitoring project progress
- Other related duties.

### **Qualifications & Experience:**

- A bachelor's degree preferably in environmental science, environmental management, marine science, or a related field is typically required
- Diploma/ higher education in environmental science, environmental management, marine science.
- A level Certificate in a science subject and Geography or IGCSE or GCE 'O' level in English or in a Science subject
- 5 years experience in an environment related post is preferred.

### **Knowledge & Abilities:**

- Good command of the English language to write reports, memos and any other documents required;
- Excellent communication and interpersonal skills in engaging with various stakeholders, including SPA personnel, port stakeholders, regulatory agencies, local communities, and environmental organizations.
- Ability to convey complex environmental information in a clear and concise manner
- Strong analytical and problem-solving skills for assessing environmental risks, developing mitigation measures, and making informed decisions.
- Have a keen eye for detail to ensure compliance with environmental regulations and accurately monitor and report environmental performance indicators.

**Please note that it is company policy that all successful candidates will be required to pass a drug test prior to employment.**

Interested candidates may collect application forms at the Seychelles Ports Authority's (SPA) Main Office, at the Commercial Port or download same on SPA's website: [www.seyport.sc](http://www.seyport.sc). For more information, relating to the post you may contact the Human Resource Department on Telephone Number: 4294700.

**Closing Date for application: 19<sup>th</sup> April 2024**