

VACANCY

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

LEGAL OFFICER

The suitable candidate must be conversant with and up to date with applicable laws, rules and regulations, especially Maritime Law. He/ She must possess strong interpersonal skills, and effective communication skills (both verbal and written). The candidate must have the ability to work independently with minimum supervision, apply his/her initiative and maintain a high level of integrity and confidentiality

Main Duties and Responsibilities:

- Assist in preparing, compiling, and analysing of legal documents;
- Drafting of legal correspondences;
- Assist in advising SPA Management on legal matters;
- Assist with drafting of contract including maritime operation- related contracts;
- Assist with the formulation of policies, and procedures and strategies to ensure compliance and conformity with related laws and regulations;
- Brief and liaise with the Authority's legal representative whenever necessary; Attend meeting on behalf of the SPA whenever necessary;
- Undertake copy typing, document reproduction as required;
- Setting up and maintaining filing system and other records and registration systems as required. Follow up official and records to ensure that all are accounted for.

Minimum qualifications and Experience:

- Degree in Law (LLB) – specialization in maritime law will be an advantage with at least 03 years' experience

Remuneration: Based upon qualification and experience.

SECURITY OFFICER (PRASLIN JETTY)

The primary function of the Security Officer is to be responsible for the security and safety of all SPA facilities within their respective jurisdictions.

Main Duties and Responsibilities:

- Control access of port users to the Port and/or jetty facility;
- Safeguard the Authorities properties and assets within the Port Facility;
- Observe and record daily activities into the Occurrence Book;
- Respond to and report any incident/accident which may arise at an assigned Port Facility;
- Conduct periodic patrols on the jetty and port facility/premises;
- Conduct boarding on ISPS compliant vessel;
- Guarding and escorting of baggage, to and from vessel;
- Preparation of logs and reports as and when required;
- Carry out any other duties as delegated by the PFSO and/or Head Pier Master.

Qualification and experiences:

- Secondary 5 graduate or equivalent, with experience in a similar position.

Personal Specification:

- Physically and mentally fit;
- Good understanding, knowledge and experience of ISM, ISPS will be of advantage.
- Candidates must possess strong interpersonal skills, sound judgement, and effective communication skills both verbal and written.

Remuneration: Based upon qualification and experience.

INFORMATION TECHNOLOGY TECHNICIAN

To ensure efficient support operation and maintenance of Seychelles Ports Authority's IT systems, associated networks and end user support.

Main Duties and Responsibilities:

- Provide technical input in the design, development and implementation of all IT systems to achieve maximum efficiency and utilisation of resources;
- Performance of regular planned and adhoc maintenance/repair/configuration on all IT hardware and software;
- Installation of software upgrades, updates and evaluate new software products which may improve the performance or functionality of the system;
- Assist in systems failures of relevant platforms;
- Install and maintain PC-based software support requirements as advised from time to time by IT Manager, i.e. Anti-Virus software and so forth;
- Respond to any IT related queries from within the company through the help desk. Providing technical assistance and necessary training by Liaising with SPA staff in other department in a professional manner.
- Provide SPA Systems, Housekeeping functions:
 - Set user ID's –Domain, Email and any new software introduced.
 - Ensure that all system backups are taken regularly and are securely stored.
 - Ensure all computers, printers, photocopiers and fax machines are working
 - Ensure proper security procedures for the computer systems are followed at all times
 - Provide weekly status report to IT Engineer
 - Assist with adhoc IT housekeeping functions.
- Undertake and complete projects assigned by IT Manager.

SECONDARY DUTIES

1. Maintain service desk
2. Assist with any IT functions as required

Qualification and experiences:

- GCSE level in Information Technology or Diploma in Information Technology

- Working experience with operating system administration, preferable Windows and Linux.
- Working experience with Microsoft Windows Server operating systems
- 2 years' experience in computer support.

Desirable:

- Cisco Certified Networks Associates (CCNA)

Remuneration: Based upon qualification and experience.

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

Interested candidate may collect application forms at the Seychelles Ports Authority Main Office, at the Commercial Port, New Port and Eve Island Jetty Praslin or download from our website: www.seyport.sc

For further queries you may contact the HR Department on 4294700.

Closing date for application: 18th August 2023