



VACANCY

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

ASSISTANT PIER MASTER (Praslin)

The primary function of an Assistant Pier Master is to be responsible for the Pier's daily shipping activities.

Main Duties and Responsibilities:

- Assist the Pier Master in ensuring that Harbour Regulations (as per laws of Seychelles) and other relevant laws and regulations are complied with
- Assist the Pier Master in ensuring that the pier is kept clean, tidy and properly utilized by users
- Assist Pier Master in giving direction and control of traffic connected with the jetty
- Assist Pier Master keeping records of vessel movements
- Assist Pier Master in issuing and identifying clearances and enforcing regulations on behalf of the Harbor Master
- Submit reports to Pier Master
- Able to assist any port users
- Represent the Pier Master in his absence
- Co-ordinate duties as per supervisor's orders

Qualification and experiences:

- Post Graduate Certificate either SMA or Tourism
- 2 to 3 years relevant experience as Able Seaman, Coxswain or Mooring Supervisor
- Possess good communication skills both verbal and written

ELECTRIAL TECHNICIAN

Responsible for the servicing of all maintenance and repairs on electrical equipment.

Essential Function of the Post

- Assembling, evaluating, testing, and maintaining electrical or electronic wiring, equipment, appliances, and apparatus.
- Troubleshooting and repairing malfunctioning equipment, appliances, and apparatus.
- Constructing and fabricating parts, using hand tools and specifications.
- Reading and interpreting electrical and electronic circuit blueprints, diagrams, and schematics.
- Advising management on continued use of unsuitable equipment, appliances, and apparatus.
- Ordering of electrical supplies and equipment.
- Maintain and repair electrical appliances and equipment on all SPA premises and assets.
- Conduct electrical maintenance on all SPA vessels
- Ensure the running, repair and maintenance of all electrical appliances and equipment
- Conduct inspection on all electrical appliances and equipment as per inspection schedule
- Advice Electrical Engineer on any arising issue with the safety of employees and equipment
- Keep detailed log regarding daily jobs carried out
- Directing and training fellow workers to install, maintain, and repair wiring and systems

Any other duties as may be determined within the general scope of the post.

Qualification and experiences:

- Diploma in electrical engineering or Electrical Certificate of Competency
- At least 3 years' experience as an electrical technician.
- At least 5 years' experience as a trainee electrician at SPA

WELDING SPECIALIST– (MAHE)

The welding specialist should have a comprehension of welding work in all aspects. In addition, should be responsible for all welding fabrications and repairs in engineering Workshop, port assets, port facilities and to exhibit good knowledge of safety.

Main Duties and Responsibilities:

- Assist the workshop engineer with the maintenance of all engineering equipment and machinery
- Cutting and welding materials according to technical plans
- Carrying out gas metal arc welding to manufacture items and components
- Cutting materials into the required shapes, checking dimensions and thickness
- Welding or joining metal and other materials
- Operating tools and machinery and welding equipment
- Cleaning tools, equipment and work areas
- Working on all SPA premises and in a workshop
- Strictly adhering to all health and safety policies and procedures including the use of the appropriate protective clothing
- Assist in maintaining maintenance records and schedules
- Assist the Welder Fabricator Supervisor with the request of materials for completing tasks and replenishing of stocks
- Performs other related duties as assigned

Qualification and experiences:

- Hold a recognized or Maritime Class approved welding certification level 1 or Diploma in welding engineering field.
- 3 years' experience as a Maritime Class approved welder or 5 years' experience as a fabricator / welder.

ABLE SEAMAN

The primary function of the Able Seaman is to assist with the preparation of vessel before going at sea, during operations and back to port.

Main Duties and Responsibilities:

- Assist the Bosun in the preparation of Vessel operation.
- Execute maintenance works and other duties as instructed by supervisor.
- Assist in taking over supplies from the store.
- Execute all mooring operation –handling of mooring winches and anchor gear.
- Watch out for any obstruction in vessel path.

Minimum qualification and experience:

- Valid AB license /AB certification with a minimum of 05 years working experience in similar field.
- Valid STCW 2010 and Minimum Safe Manning Document.

- Candidates must be physically fit, well verse with Shipping Safety procedures and willing to work odd hours.
-

ASSISTANT INTERNAL AUDITOR

To examine and evaluate the adequacy, effectiveness of SPA's internal control system and recommend corrective actions to improve operations, enhance internal controls and reduce costs where possible.

Main Duties and Responsibilities:

- Assist the Director Internal Audit in evaluating and providing reasonable assurance that internal controls and governance systems are functioning as intended and will enable the organisation's objective and goals to be met
- Design internal audit programs and conduct audit assignments in line with the Audit Plan, to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures
- Assess internal controls in place in line with SPA's policies, legislations and Standard Operation Procedures (SOP)
- Obtain required information for audit review through interviews with staff and audit testing
- Prepare internal audit reports to highlight internal control deficiencies and audit risks identified and provide recommendations to management to improve the organisation's operations
- Assist in the follow up of audit findings and recommendations and report to management and the Audit Committee of corrective actions not implemented
- Maintain open communication with management and the Audit Committee

Qualification and experiences:

- AAT Level 4 plus 4 years work experience in finance and audit related field
 - ACCA Diploma Level 4 plus 2 years work experience in finance and audit relate field
-

SECURITY OFFICER MAHE

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.
 - Possess good communication skills both verbal and written
-

ASSISTANT WELDING SPECIALIST (2X)

Assist with all welding fabrications and repairs in Engineering Workshop, port assets, port facilities and to exhibit good knowledge of safety.

Main Duties and Responsibilities:

- Assist the Senior Welding Specialist with the maintenance of all engineering equipment and machinery.
- Cutting and welding materials according to technical plans
- Carrying out gas metal arc welding to manufacture items and components
- Cutting materials into the required shapes, checking dimensions and thickness
- Welding or joining metal and other materials
- Operating tools and machinery and welding equipment
- Working on all SPA premises and in a workshop
- Strictly adhering to all health and safety policies and procedures including the use of the appropriate protective clothing
- Assist the Senior Welding Specialist and Welding Specialist with the request of materials for completing tasks and replenishing of stocks.
- Up-keeping of the working environment including working tools and equipment. Performs other related duties as assigned.

Qualification and experiences:

- Diploma in welding engineering field with 1 year experience as a fabricator / welder or
 - Certificate in welding engineering field with 3 years' experience as a fabricator / welder
-

HEAD COXSWAIN

Candidate must have excellent seamanship skills with vast experience as a Coxswain. Must have the ability to take full responsibility for the supervision and co-ordination of the Pilot Launch section. Candidate must be prepared to work flexible hours.

Essential Functions:

- Allocate duties and the supervision of Senior Coxswain, Coxswains, Boatmen, Pier Masters and Mooring Gang.
- Ensure launches are properly manned whenever required and where necessary take command of a vessel.
- Ensure that all crafts are properly maintained by cleaning, scraping and painting.
- Implement maintenance schedules for all Launches.
- Take vessels to sea and outlying islands as and when required.

Qualifications & Experience:

- Certificate in General Management
- Coxswain Certificate of Competency or 3 - 4 years relevant experience in a supervisory positions

Remunerations: Based upon qualification and experience.

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 and forward it to madrienne@seyport.sc. For more information, relating to the post you may contact the Human Resource Department on Telephone Number: 4294700.

Closing Date for application: 16th June 2023