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| **Post Title** | Radio Operator | **Salary Scale** | Grade 14-12 |
| **Reporting Officer** | Port Control Superintendent or direct report to Port Master. | **ER 2025#** |  |
| **Department** | Port Control Department | **Location** | KPA Headquarter, Betio |
| **Minimum Qualification Requirements (MQR)** | **Skills/ Qualifications*** Master Class 5 OR Master Class 6 with at least 2 years experience as a Master/Deck Officer on local vessels OR has been working for at least 4 years for the Port Control Department (KPA). Additionally Master Class 4 is an advantage with good middle management and leadership skills.
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|  | **Personal Attributes*** Fluent in spoken and written in both Kiribati and English.
* Sound judgement and initiative.
* Ability to demonstrate a high level of flexibility and self-motivation.
* A high level of courtesy, listening and communication skills.
* Ability to work confidently on given tasks.
* Ability to monitor the operational and functional integrity of communications equipment, Radar, AIS, Chart plotter, computer and navigational aids.
* Knowledge of maritime regulations and terminology.
* Clean police record.
* Age requirement is between 30 to 55 years.
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| **Duties and responsibilities** | * Monitoring and regulating vessel traffic to ensure compliance with all national and international regulations.
* Ensuring the safety of Navigation within the port’s waters.
* Maintaining VHF communications with all traffic in the port’s waters on the channels allocated.
* Monitoring of designated anchorages to ensure optimum use and that safe distance is maintained.
* Ensuring CCTV and AIS surveillance of all berths, anchorage zones and narrow channels is maintained.
* Careful monitoring and operating VTS systems as appropriate to the prevailing conditions to ensure safe flow of traffic through the port’s waters.
* Providing notification assistance to prevent the occurrence of collision.
* Direct and record movement of all vessels in the VTS Logbook/Database.
* Oversee, update and filing of berth booking applications.
* Commanding the pilot boat when engaged in transporting pilots, boarding parties, overseas vessels crew transport/transfer and when hired or chartered.
* Developing and designing pre-departure and pre-arrival checklist ensuring that all Navigation devices and Nav aids are operational.
* Responsible for the safety of the pilot boat, crew, and passengers.
* Scheduling maintenance of all Life Saving Appliances and Fire Fighting equipment on board the pilot boat.
* Developing Coastal Passage Planning for outer island trips which will be thoroughly checked by the Port Control Superintendent.
* Record keeping of KPA Pilot Boats’ Movement.
* Report to the Port Control Superintendent or direct report to the Port Master on:
* VTS and pilot boat equipment deficiencies.
* Vessels not complying with legislation.
* Vessels navigate dangerously.
* Vessels have deficiencies.
* Performing any other duties that may be assigned by the Supervising Officer from time to time.
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| **Submitted by:** | PCS Mr. Karasno Antonio | **Signature:****Date:** | 02nd December 2024 |
| **Approved by:** |  | **Signature:****Date:** |  |