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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. | | |
|  | **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. | | |
| **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. | | |
| **Submitted by:** | PCS Mr. Karasno Antonio | **Signature:**  **Date:** | 02nd December 2024 |
| **Approved by:** |  | **Signature:**  **Date:** |  |