

POSITION DESCRIPTION

National Maritime Safety Authority

AM7097 - Team Leader - Quality Assurance

Papua New Guinea **National Maritime Safety Authority (NMSA)** was Established by the NMSA Act 2003 and is responsible for promoting, complying with and maintaining world class maritime safety standards in Papua New Guinea consistent with legislation and commitments under National Legislation and International Conventions in order to facilitate a safe, efficient and environmentally responsible shipping sector for stakeholders in government, industry and the community.

Under the mandate, NMSA ensures a fully functioning and effective network of aids to navigation; availability of high quality and up to date navigational charts; that vessels meet the safety standards required by law and international commitments; ensuring seafarers' competency through vigilant examination and certification, and coordinating maritime responses to distress calls and monitoring and controlling ship-sourced pollution.

NMSA is inviting suitably qualified and experienced candidates to apply for this position based in Port Moresby:

Team Leader – Quality Assurance

Reporting to the Manager Corporate Strategy & Quality Assurance, the role is responsible to ensure quality standards and performance excellence is introduced and filtered down to operational shop floor levels. Also ensure systems, procedures and legislation are operating to meet standards and policies set by NMSA, achieving its objectives.

Key Responsibilities:

- Assist department to maintain efficiency, quality and International IMO standards are maintained
- Prepare quality plan, all sub plans and review and evaluation of quality non-conformity and audit reports and actions required for implementation of plans
- Identify non-conformity and non-compliance in procedures, system and advise respective department
- Conduct regular audits to ensure quality & standards are maintained
- Assist department identify risk and compliance issues
- Conduct roll out to employees on new standards, processes and procedures introduced in consultation with Standards Department
- Liaise with HR to organize training in quality and Total Quality Management (TQM).

Expected Competencies:

- Bachelor's degree in Human Resource, Strategic Management or Business Management
- Possess Corporate Membership of appropriate professional institutions
- 3 - 5 years' experience in a similar role or in Monitoring & Evaluation
- Very good knowledge of systems and processes relevant to this role
- Good knowledge of National Maritime Safety Authority Act 2003 and Papua New Guinea Merchant Shipping Act including NMSA Act and Corporate Plan
- Knowledge and experience in budget preparation and implementation and Public Finance Management Act
- Proficient in MS Excel and other Qualitative Analysis tools to produce high-quality briefs and reports.

This position is open to PNG citizens only.

APPLY NOW

Please visit our website: <https://vanguard.com.pg/vacancies/>

Follow the instructions to complete the online application form and attach the following:
An updated CV, including details of three (3) referees with current contact details.

Full Position Description (PD) can be requested via email jobs@vanguard.com.pg alternatively, call (+675) 7500 7500.

Applications close COB Friday 11th August 2023

Only shortlisted applicants will be contacted

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to jobs@vanguard.com.pg together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview