

# PORTS AUTHORITY

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PO Box 84, Rarotonga, Cook Islands  
Phone (682) 21 921 Facsimile (682) 21 191



## Job Vacancy

### HARBOUR MASTER

The Ports Authority is a Crown owned Statutory Corporation established by an Act of the Cook Islands Parliament in 1995. The Act is called the Ports Authority Act 1994-1995.

The position of the Harbour Master is a key leading role in the Ports Operations and applicants must demonstrate strong leadership skills.

### **Key Responsibilities**

Some of these are:

- Allocation of berthage priorities when the port is congested.
- Pilotage of vessels in and out of the harbour when required.
- Ordering removal of vessels from the harbour in expected severe weather conditions.
- Ordering removal or the lowering of cranes when required for aircraft movements.
- Investigating oil spills and other pollution in the harbour and advising National Environment Services.
- Acting as Port Safety Officer (includes inspection of dangerous goods manifests, issuing permits for shipping and receiving explosives, surveying fuel containers, issuing instructions for the handling and marking of dangerous goods, issuing welding and hot work permits and monitoring such work.
- Monitoring VHF Ch 16 outside normal hours, particularly during the yacht cruising season.
- Attending the harbour during northerly wind alerts, particularly outside normal working hours.
- Ensuring the Ports of Avatiu and Arutanga comply with provisions of International Shipping & Ports Security Code (ISPS Code).

### **Qualification and Experience**

- Master Class 1 Certificate or Equivalent and must possess a Pilot License
- Work experience of 3 - 5 years as Harbour Master or Assistant Port Master or related discipline
- Master of foreign going ships
- Work as a Marine Pilots
- Strong oral and written communication skills
- Ability to work under extreme pressure

Written applications supported by CV, 3 x Referees and copies of qualifications addressed to **Bim Tou, General Manager**, Ports Authority, P O Box 84, Rarotonga, Cook Islands.

**Enquiries and further information:** Contact Bim Tou, Phone: 21921; Mobile: 55750; e-mail: [bim.tou@ports.co.ck](mailto:bim.tou@ports.co.ck)

Applications close on 21 August 2009 @ 3.00 pm (Cook Islands Time).



# **JOB DESCRIPTION**

## **Harbourmaster**

### **Cook Islands Ports Authority**

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**Responsible to:**

General Manager of the Ports Authority

**Duties and Responsibilities:**

- Allocation of berths and moorings.
- Allocation of berthage priorities when the port is congested.
- Pilotage of vessels in and out of the harbour when required.
- Pilotage to the anchorage when required.
- Prohibiting oversize or unwieldy vessels from entering the harbour.
- Closing the harbour to certain ships in severe weather conditions.
- Ordering removal of vessels from the harbour in expected severe weather conditions.
- Ordering removal or the lowering of cranes when required for aircraft movements.
- Investigating oil spills and other pollution in the harbour and advising Ministry of Environment.
- Acting as Port Safety Officer (includes inspection of dangerous goods manifests, issuing permits for shipping and receiving explosives, surveying fuel containers, issuing instructions for the handling and marking of dangerous goods, issuing welding and hot work permits and monitoring such work.
- Checking navigation lights and beacons, notifying the NZ Hydrographic Office of any changes.
- Perusing the NZ weekly Notices to Mariners, passing on information to local mariners as appropriate.
- Assisting in surveying underwater damage to the wharf structure and keeping records of repairs.
- Keeping records and compiling statistics on arrivals and departures of all vessels.
- Carrying out regular surveys of Ports Authority vessels, both in Rarotonga and Aitutaki.
- Filing weekly movement reports with Lloyds agent.
- Filing annual port information to shipping and yachting guides around the world.
- Consulting with and assisting the General Manager in the day to day running of the Ports Authority.
- Monitoring VHF Ch 16 outside normal hours, particularly during the yacht cruising season.
- Attending the harbour during northerly wind alerts, particularly outside normal working hours.
- Principal surveyor (includes most of the functions of the Marine Board plus many new functions relating to the Cook Islands' obligations under the several International Maritime Conventions to which the Cook Islands has acceded).
- Port State Control Officer (inspection of foreign ships in accordance with the Cook Islands obligations under STCW).
- Receiver of Wreck (investigations, inquiries and reports relating to maritime casualties and incidents).
- Attending annual meetings of the Association of Pacific Islands Maritime Training Institutions and

**Administrations.**

- Attending regional training seminars and workshops including Regulations for Small Ships Plying the Pacific Region, Accident Investigation and Prosecution, Ships Waste Management, Maritime Auditing, Port Safety, Marine Assessors/Examiners and Port State Inspections (including Tanker Familiarisation).
- IT Manager for Ports Authority.
- Port Security Officer.
- Ensuring the Ports of Avatiu and Arutanga comply with provisions of ISPS Code.
- Other duties as delegated from time to time by the GM and Board of the Ports Authority.

**Relationships**

Internally, relate with other Section Heads of the Ports Authority. Externally, relate with Clients, Government Audit office, Cook Islands Investment Corporation and the Ministry of Finance and Economic Management.

**Qualification and Experience**

- Master Class 1 Certificate or Equivalent and must possess a Pilot License
- Work experience of 3 - 5 years as Harbour Master or assistant port master or related discipline
- Master of foreign going ships
- Work as a marine pilots
- Strong oral and written communication skills
- Ability to work under extreme pressure