

MAURITIUS PORTS AUTHORITY

DUTIES FOR THE POST OF PORT MASTER

1	To provide assistance to the Director General in developing strategies and plans to achieve competitive advantage in terms of Port facilities and services
2	To ensure that marine activities are performed safely and efficiently
3	To enforce port regulations relating to port operations, port policing, vessel movements, towage, land traffic, Fire and environmental safety within the port.
4	To develop strategies and plans for the safe and efficient running of the Marine Department
5	To ensure compliance with good governance practices
6	To be accountable to all departments/ sections falling under his/her purview
7	To ensure development of strategies and plans for the efficient running of the Marine Operations, Port Emergency, Port Security, Port Environment, Marine Engineering, Harbour Radio and bunkering department.
8	To adhere to formal obligations outlined in the Regulations, licensing or other contractual arrangement relating to the movement, mooring and safety of vessels
9	To advise on general harbour development in line with the recommendations of the Port Master Plan
10	To administer the MPA marine services in Port Mathurin
11	To represent the Authority on all matters pertaining to maritime, environmental, safety and security considerations
12	To assume command and control regarding safety and security issues within the Port Area
13	To ensure that safety and security measures of port operators and companies operating within the Port Area are maintained and updated
14	To coordinate with other national/international institutions to implement standards as regards safety, protection of the environment, health and port security
15	To advise on hydrographic and bathymetric surveys
16	To propose the annual budget of the Marine Department and subsequently control expenditure according to the budget authorized
17	To ensure that damages to port infrastructure and craft are properly and satisfactorily attended
18	To ensure compliance with the provisions of the ISPS Code in particular the maintenance of appropriate security levels within the Port premises
19	To ensure that the Port is adequately equipped with navigational aids

20	To ensure availability of adequate logistics for the provision of maritime services
21	To collaborate with the Human Resources Department in dealing with Industrial & Union related matters
22	To monitor IT System and ensure that software implemented are reliable to provide relevant information to management for good decision-making
23	To ensure that staff of the departments are properly trained
24	To assist in the implementation of a performance management system
25	To be fully responsible and accountable in respect to successful implementation of projects falling under the purview of department/unit and more specifically with respect to: i. Timely completion of project; ii. Adequacy in the fulfillment of the terms of contract; iii. Monitoring and reviewing of Contractor's Performance and compliance; iv. Periodic reporting with particular attention to identifying and addressing timely and appropriately any sub-standard performance or deviation; v. Monitoring of budget and actual costs of project and reporting of any variation.
26	To ensure a high level of security for the port area and movement within
27	To give to notice owners, agents or representatives of the vessels which are unattended or in conditions that may cause a threat to the safety of the port.
28	To develop and manage efficient strategies for the management and development of the Marine cluster
29	To represent the Authority in delegated foras
30	To ensure that all provision of the Port Act and relevant legislation are adhered to
31	To ensure proper and smooth process for ships to enter and leave the harbour
32	To coach, guide and mentor all staff in his/her purview
33	To play an active role in promoting safety and security at the MPA
34	To adhere to and promote MPA's corporate values
35	To contribute to the enhancement of the port environment

The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all inclusive. They may be changed during employment on an as-needed basis