

## JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
<b>Job Title:</b>	<b>Assistant Registrar of Seafarers</b>	<b>Direct Reports:</b>	Nil
<b>Reports to:</b>	Director of Maritime Affairs	<b>Internal Contacts:</b>	SLASPA Employees
<b>Department:</b>	Maritime Affairs	<b>External Contacts:</b>	SLASPA Stakeholders

### JOB SUMMARY:

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Proper verification of all seafarers certificate applications, assessment of certificates of competency and certificates of proficiency.

### DUTIES AND RESPONSIBILITIES

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1. Process the discharge of seafarers who serve on board Saint Lucian ships and citizens of Saint Lucia who serve on foreign ships'
2. Maintain the register for all licensed seafarers;
3. Facilitate all processes concerning the training, licensing, legal agreements, and renewals of seafarers certification;
4. Final verification and vetting of seafarers certificate applications prior to the issuing of Certificate of Competency and Certificate of Proficiency;
5. Process and record the seafarers discharge book;
6. Responsible for drafting and enforcing the seafarers crew agreement;
7. Retain a copy of the crew agreement from each seafarer and allocation of wages;
8. Read over and explain the agreement to all seafarers before he or she signs it;
9. Monitor and update all seafarers online inquiries;
10. Verify and update all seafarers data records in a timely manner;
11. Perform such other duties as may be assigned from time to time by the Director of Maritime Affairs.

### QUALIFICATIONS, SKILLS & EXPERIENCE

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- At least an advanced level Diploma with relevant knowledge of maritime certificates with a minimum of five years experience in seafarer's certification.
- Degree in Management or Marine Science with one to two years of experience in the maritime sector or a similar role.
- Practical knowledge of quality assurance.
- Knowledge of national and international shipping requirements.
- Holds a valid driver's license.
- Excellent interpersonal, communication skills.
- Excellent analytical and numerical skills.
- Good knowledge and understanding of the Shipping Act, Ships Registration Act 2010, and its subsidiary regulation.
- Computer literate to operate, maintain and update online systems.
- Outstanding problem-solving skills.
- Excellent time management and organizational skills.
- Excellent writing skills.
- Active listening skills.

**FAVORABLE ATTRIBUTES**

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- Function with a team environment.
- Ability to be flexible with work assignments.
- Ability to use one's initiative and be proactive.
- Ability to stimulate and manage change and develop strong teams.

**SIGNATURE**

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I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : \_\_\_\_\_

Employee's Signature : \_\_\_\_\_

Date : \_\_\_\_\_

CONFIDENTIAL