

QUALIFICATIONS AND DUTIES

Organisation: Tourism Authority

Post: Assistant Examiner

Salary: Negotiable

Qualifications: By selection from among candidates possessing a Bridge/Navigation Watchkeeping Certificate with at least 5 years proven experience **OR** a Second Mate foreign-going steamship issued from recognized institutions in India, Australia, South Africa or United Kingdom with the relevant experience required.

Duties:

1. To give general assistance and support to the Head of Department.
2. To assist in the preparation and updating of syllabus for the pleasure craft skippers' course for different languages (English/French/Creole) and preparation of examination papers.
3. To assist in the updating of the 'Code de La Mer' booklet.
4. To carry out skipper training courses and conduct theoretical/oral and practical examinations at sea for skippers.
5. To correct examination papers for English, French and Creole (oral) examinations.
6. To carry out surveys/inspections of pleasure craft (commercial and private) so as to ensure the seaworthiness of the craft prior to the issue of the pleasure craft licence.
7. To assist the Monitoring and Compliance team by providing technical guidance and advice for monitoring and inspections of pleasure craft.
8. To assist the Public Relations team by providing clarification and explanation on technical matters with regards to queries from the public.
9. To carry out surveys in coastal waters for the implementation of 'zoning of lagoons' projects and to make recommendations for safe boating activities in such zones.
10. To conduct enquiries/investigations in cases of collision of pleasure crafts at sea and/or any other accidents related to pleasure craft activities and to submit relevant reports.
11. To represent the Tourism Authority in Court matters.
12. To assist in the preparation and updating of legislation related to pleasure craft and pleasure craft activities and relevant standards, policies, guidelines and criteria in accordance with the Tourism Authority Act.
13. To assist in the preparation of reports pertaining to pleasure craft and pleasure craft activities to be submitted to committees, users, and stakeholders as and when required.
14. To represent the Tourism Authority in meetings, committees and seminars held by other institutions or government bodies.
15. To use ICT in the performance of the Officer's duties, as and when required.
16. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Assistant Examiner in the roles ascribed to them according to their postings.

Note:

- (i) The Assistant Examiner will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

- (ii) The Assistant Examiner will be required to provide assistance to Rodrigues Island by performing duties related to skippers' training courses and examinations and surveys/inspections of pleasure crafts in Rodrigues Island as and when required.