



## Role Description

---

### Wharf Attendant (support staff)

#### Organisation General Info

The Fiji Ports Corporation Limited (FPCL) is a major player in the maritime transporting industries and the operator of commercial port facilities in Fiji.

#### Objective

Responsible for monitoring berthing and un-berthing of vessels, and supply of fresh water to the vessel. This role reports to the: Local Wharf Supervisor at the Local Wharf Suva; Deputy Harbour Master at the HM Suva; Manager Administration Lautoka at Port Lautoka; Officer-In-Charge Levuka at Port Levuka.

#### Outcomes

##### Organisational Stakeholders

---

1. Assistance provided with operational tasks upon arrival and departure of vessels in a timely and efficient manner:
  - Assistance with berthing and unberthing of vessels provided efficiently
  - Fresh water supplied to vessels
  - Accurate data of water meter readings provided efficiently in the water delivery cart-note
  - Traffic-flow within port facilities directed in an effective manner to avoid any traffic congestion
  - Parking fees collected and noted in the records/ log books accurately
  - Assistance provided to the Port Controllers and Port Pilots in operational matters
  - Cleanliness of the Port facilities maintained at all times
  - Customers briefed and instructed on safety and security procedures based on the checklist and instructions provided by the OHS, Security and Enforcement Unit
2. Required departmental operational and administrative objectives addressed and completed in a timely and efficient manner:
  - Water delivery cart-note submitted for invoicing to the Operations Coordinators
  - Parking fees and its records submitted to the Operations Coordinators
  - Accurate log of daily operations maintained
  - Incidents reported and recorded in a timely manner to the Coordinators

- Safety and security breaches logged and reported
- Meetings attended as and when required
- Records of all work-related data maintained
  - backups forwarded to the Coordinators

3. Contributions made to the organisation's success proactively:

- Deadlines and service level agreements met at all times
- Any other work-related task assigned by the Management that is within the capacity of the position holder is performed; teamwork is demonstrated
- Contributions made towards the organization's efficiency and improved productivity within -
  - cost reduction initiatives
  - process/systems improvement initiatives
- Contributions made towards the organization's profits in line with the scope of the work
- Modern technology and innovative methods used to achieve results

4. The organisation's image and value standards demonstrated and upheld at all times:

- Confidentiality of all communications upheld at all times
- A professional and amiable relationship maintained with all stakeholders

**Responsibilities - Critical Competencies**

<b>Competence</b>	<b>Description</b>
<b>Business</b>	
Business Performance	Be accountable for your personal performance.
Planning	Delivers results by effectively using work plans.
Systems and Procedures	Comply with set procedures.
Communication	Express self communicating information or issues and clarifying understanding.
<b>Customer</b>	
Customer Commitment	Take personal responsibility and initiative in seeking ways to serve your customers better

Competence	Description
Organisational Values	Demonstrate the organisation's image and values in their daily work.
<b>Professional</b>	
Compliance	Comply with the laws, policies and procedures relating to an area of work
<b>Operational</b>	
Health and Safety	Observe and report potential hazards or security breaches in the workplace.
Environment	Observe and report potential environmental hazards or breaches in the workplace.

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
School Leaving	A Form 6 pass.	

## Work Knowledge and Experience

- Minimum of 1 year of experience in port operations or similar operations
- Demonstrated knowledge of local regulatory requirements
- Must be physically fit to conduct operational duties listed above
- Must be able to work long hours

## Requirements

### Language Proficiency

Good interpersonal/communication skills

Successful completion of Level 1 Speaking and Writing Test

### Regulatory Compliance Requirements

---

OHS

---

First Aid

---

Fire Safety

---

### Skills Assessment

---

Good report writing skills

---

Time Management

---

### Interactions

#### Interaction

#### Comments

---

#### Internal

---

OHS Officer

---

Supervisors

---

Operational staff

---

Enforcement Officer

---

#### External

---

Customers/Clients

---

Stakeholders

---

### Attributes

---

#### Behavioural Styles

---

Accountable      Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.

---

Integrity          Adherence to moral and ethical principles; soundness of moral character; honesty.

---

---

Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
----------	---

---

### Interpersonal Styles

---

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
-----------	--

---

Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities
-----------------------------	---

---

Team Oriented	Enjoys being with others as part of a group or team.
---------------	--

---

### Thinking Styles

---

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
----------	---

---

Initiative	Takes action and makes decisions without the help or advice of other people.
------------	--

---

Well organised	Controls tasks in a well thought out and critical manner.
----------------	---

---