PORT AUTHORITY OF TRINIDAD AND TOBAGO

VACANCY: DESIGNATED PERSON ASHORE (CONTRACT)

JOB SUMMARY

The Designated Person Ashore (DPA) is responsible for overseeing the implementation, maintenance and continuous improvement of the Company's Safety Management System (SMS) to ensure compliance with applicable international maritime safety regulations and statutory requirements. The position also ensures that adequate resources and shore-based support are available to facilitate the effective implementation of the SMS. Additionally, the DPA serves as an effective link between shipboard personnel and the highest levels of Management, ensuring that safety-related concerns are communicated and addressed promptly.

KEY DUTIES AND RESPONSIBILITIES

- Liaise between ship and shore for critical safety matters.
- Monitor effectiveness of the Company's Safety Management System.
- Conduct audits of all vessels and coordinate ISM shore audit.
- Coordinate external ISM safety management system audits, culminating in the issuance of vessel certificates and company Document of Compliance (DOC).
- Responsible for control and management of the safety management system documents.
- Investigate accidents and near misses to identify and implement means of preventing reoccurrences.
- Monitor results of continuous improvement systems. Continuous improvement systems include, but are not limited to:
    i. Periodic inspections / audits
    ii. Health and Safety meetings
    iii. Incident/accident reporting
    iv. Non-conformity reporting
    v. Risk assessments and Job Hazard Analysis
- Formulate and conduct Emergency drills procedures.
- Coordinate management reviews of the Safety Management System.
- Identify training requirements for ship and shore-based personnel with regard to regulatory, health and safety, and the Safety Management System.
- Monitor incoming correspondence and documents from the ship related to safety and pollution prevention; take follow up action or provide feedback as required.
- Prepares annual audit schedule, appoints and train internal auditors and liaises with external auditors for office and vessel audits.
- Ensure proficient and sufficient personnel are employed to safely and efficiently operate vessels.

MINIMUM QUALIFICATIONS, EXPERIENCE AND TRAINING

- Designated Person Ashore (DPA) certification.
- Certificate in Company Security Officer (CSO) training.
- Certificate in Port Facility Security Officer (PFSO) training.
- Extensive maritime experience as a senior officer or in a senior management capacity.
- Trained as ISM auditor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- An appreciation of the complexities of working in a fast ferry environment.
- Strong communications skills.
- Knowledge of vessel and terminal operating processes, procedures, and technology.
- Strong knowledge of statutory and regulatory rules and requirements.
- Willingness to work a flexible schedule.
- Ability to engender a feeling of trust and respect.

Interested persons must submit an application comprising a cover letter and updated CV, either in hard copy or via email, no later than 4:00 p.m. on November 6, 2026, addressed to:

Executive Human Resource Manager
Re: Designated Person Ashore (Contract)
Port Authority of Trinidad and Tobago
Administration Building
Dock Road
Port of Spain.

OR

Applications may also be submitted via email to: pattvacancies@patnt.com
The email subject line should read:
Designated Person Ashore (Contract)

APPLICATIONS RECEIVED AFTER THE STIPULATED DEADLINE WILL NOT BE CONSIDERED.

Unsuitable applications will not be acknowledged.