

MAURITIUS PORTS AUTHORITY

DUTIES FOR THE POST OF SUPERINTENDENT, PORT SECURITY

	Main Duties
Port Security	▪ To act as Port Facility Security Officer of the Authority. ▪ To assist the Port Master and Port Security Officer in the maintenance and enhancement of security in the port area ▪ To be directly responsible to the Port Security Officer for the efficient running and management of the Port Security Unit, Access Pass Office and CCTV Control Room. ▪ To ensure the development, maintenance and implementation of the Port Facility Security Plans of the Authority ▪ To organize joint patrols and to liaise with port stakeholders/Government Agencies to ensure security in the port. ▪ To initiate measures in cases of any incident/emergency natural or manmade ▪ To investigate and report on any accident, theft, pilferage and other unusual occurrences in the port ▪ To ensure compliance with the existing rules and regulation, Standing Operating Procedures, internal orders or any other instructions in relation to Port Security duties ▪ To actively participate on Port security Issues and Committed to Port Security duties
Security Assessments and Monitoring	▪ To conduct security assessments of the port facilities and vital installations occupied by the Authority. ▪ To undertake regular security inspections of the port facility and installation to ensure the continuation of appropriate security measures ▪ To ensure that security equipment is properly operated and maintained

Reporting	▪ To report to the relevant authorities and maintain records of occurrences which threaten the security of the port facility. ▪ To attend meetings in respect of security issues and report accordingly ▪ To be responsible for the proper upkeep records and other sensitive information and documents in the Custody of the Port Security Unit
People Leadership and Development	▪ To uphold discipline and To enhance security awareness and vigilance of the personnel of Port Security Unit ▪ To assist in the implementation of a performance management system within the Port Security sub-division. ▪ To ensure that staff of the department are properly trained. ▪ To coach, guide and mentor all staff in the department. ▪ To conduct such other duties, as required.
Other	▪ To conduct such other duties, as required. ▪ To play an active role in promoting safety and security at the MPA. ▪ To adhere to and promote MPA's corporate values. ▪ To contribute to the enhancement of the port environment.

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DUTIES FOR THE POST OF TECHNICAL OFFICER, PORT DEVELOPMENT

	Main Duties
Port Development and Maintenance	▪ To assist in the implementation of Port infrastructure projects. ▪ To carry out land / topographic / hydrographic surveys as and when required. ▪ To organize and supervise maintenance works for port infrastructure and to ensure their execution in accordance with time schedules and costs and prepare payment certificates. ▪ To carry out inspection/supervision during construction of port works and report progress thereon. ▪ To carry out regular inspection of port infrastructures and facilities and to submit inspection report.
Project Preparation	▪ To assist in the detailed planning and design of port infrastructure projects ▪ To prepare drawings for port projects and to update land and survey plans. ▪ To assist in the preparation of cost estimate budget programmes and related works for port projects. ▪ To assist in the procurement of construction materials ▪ To ensure that all equipment's in the drawing office are in good working condition
Other	▪ To conduct such other related duties as assigned ▪ To play an active role in promoting safety and security at the MPA. ▪ To adhere to and promote MPA's corporate values. ▪ To contribute to the enhancement of the port environment.

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DUTIES FOR THE POST OF OFFICER FINANCE

	Main Duties
Billing and Revenue	- To collect data and verify completeness thereof, for invoicing purposes. - To assist in the management of Debtors. - To assist in the raising of invoices for the MPA's Services, as well as rental of Land and Buildings. - To assist in the receipt and banking of payments made by MPA customers and the proper allocation of remittances to their respective accounts, as and when required.
Expenditure	- To initiate and process payments, in favour of MPA creditors, after verification and approvals. - To cross-check that expenditure items are allocated to the correct category of expenditure - To operate the petty cash systems and monitor payments therefrom. - To maintain accurate and complete records of bank balances.
Financial and Management Accounting	- To assist in the preparation of bank reconciliation statements. - To assist in the preparation of reconciliation statements with Sub-ledgers and verify that information contained is reliable, relevant, accurate and complete. - To assist Chief Officers in the preparation of financial and management accounting reports. - To verify the completeness of financial records in the system and cross-check to confirm that financial information is correctly analysed in their respective categories.
Policy and Procedural Development	To monitor the IT system to ensure its adequacy, appropriateness and proper functioning.
Payroll	- To assist in the proper administration of salary matters for the Authority - To process and ensure timely payments related to statutory obligations (PAYE etc.) - To liaise with other departments for queries and clarifications on payroll data - To cross check data related to attendance with returns from time keepers as regards to processing of overtime/allowances

	• To ensure that the Payroll software is updated as and when required to meet requirements for proper salary administration. • To ensure safekeeping of all authorized documents (timesheets, overtime records, salary changed, payslips, etc)
Other	• To conduct such other duties, as required. • To play an active role in promoting safety and security at the MPA. • To adhere to and promote MPA's corporate values. • To contribute to the enhancement of the port environment.

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DUTIES FOR THE POST OF OFFICER, ESTATE MANAGEMENT & LICENSING

	Main Duties
Estate Management	▪ To carry out regular inspections on the Authority's land and other assets and to report thereon ▪ To keep an updated list of all leases. ▪ To assist in updating of data on the Land Information system. ▪ To assist in the compiling and dispatching of documents to be submitted for the consideration of the Land Lease Management and other Advisory Committees. ▪ To prepare CAD drawings in consultation with the Land Surveyor. ▪ To assist the Land Surveyor in the updating of the SOP for the estate management. ▪ To assist the Land Surveyor in monitoring of all leases in a timely manner. ▪ To assist the Land Surveyor in carrying out survey works.
Other	▪ To conduct such other related duties as assigned. ▪ To play an active role in promoting safety and security at the MPA. ▪ To adhere to and promote MPA's corporate values. ▪ To contribute to the enhancement of the port environment.

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DUTIES FOR THE POST OF OFFICER QUALITY

	Main Duties
Quality Management	▪ To carry out Quality Audits as directed in the various department with a view to maintaining and improving procedures and systems as per quality standards. ▪ To assess and report back to the Manager, Quality on the performance of the various Quality Systems established in the various departments. ▪ To administer the Quality Management System software.
Training & Awareness	▪ To ensure that the Quality policy is communicated to all employees. ▪ To provide Training Programmes on Quality Awareness, Quality Standards, Quality System Documentation, Internal Audits, Business Excellence Models and Best Practices.
Other	▪ To conduct such other related duties as assigned. ▪ To play an active role in promoting safety and security at the MPA. ▪ To adhere to and promote MPA's corporate values. ▪ To contribute to the enhancement of the port environment.