

**SKILLS FRAMEWORK FOR SEA TRANSPORT
SKILLS MAP - CAPACITY MANAGEMENT EXECUTIVE**

Sector	Sea Transport			
Track	Shipping			
Sub-track	Shipping Operations			
Occupation	Vessel Capacity Manager			
Job Role	Capacity Management Executive			
Job Role Description	<p>The Capacity Management Executive assists in capacity planning and management, making recommendations on cargo mixtures based on profit maximisation and customer demand, and proposing alternatives and contingencies to handle capacity issues. He/She coordinates cargo handling and transshipment operations with business partners and stakeholders and is responsible for ensuring dangerous cargo is handled correctly. He tracks vessel movements and assist in ad hoc route adjustments to maximise voyage yields and minimise operational expenses.</p> <p>He possesses an innovative mind-set and can work under tight deadlines.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions		Key Tasks	
	Manage sector capacity planning		Support cargo optimisation of vessels by providing recommendations on cargo mixtures based on profit maximisation and customer demand	
			Assist in cargo flow operation management within service routes	
			Develop alternative proposals and contingencies to handle capacity issues	
			Communicate with partners regarding the weight and volume of cargo bookings based on vessel sharing agreements	
			Support communications with network planning team to identify network changes and develop solutions for affected routes	
	Manage vessel operations planning		Coordinate cargo handling and transshipment operations with port operators, ship planning teams, cargo consignees and other key stakeholders based on vessel characteristics, trade requirements, vessel booking and docking schedules	
			Collaborate with yard planners and ship planning teams when handling container-specific cargo to optimise cargo operations in terminals (e.g. vessel turn-around time, lift-ons and lift-offs, and trans-shipment cargo allocations)	
			Support cargo re-distribution allocation with a focus on optimising vessel utilisation and reducing cost	
			Collaborate with ship planning teams to manage risks by ensuring dangerous cargo is handled correctly based on weight calculations and fit of containers within each shipment	
			Evaluate daily operations and conduct capacity forecasts to enhance stowage plans and management of capacity issues	
Optimise voyage and route planning		Track vessel movements and assist in ad hoc route adjustments		
		Liaise with agency offices regarding market trends, and investigate causes for sudden increase or decrease in cargo projections		
		Analyse monthly voyage results to determine variations against voyage plans		
		Assist in process improvements to maximise voyage yields and minimising operational expenses, by participating in monthly forecast reviews		
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Bulk Cargo Administration	Level 3	Digital Literacy	Basic
	Business Data Analysis	Level 2	Communication	Basic
	Cargo Handling and Stowage	Level 4	Problem Solving	Basic
	Cargo Tracking System Administration	Level 2	Teamwork	Basic
	Cyber Security	Level 3	Sense Making	Basic
	Dangerous Goods Management	Level 2		
	Delivery Management	Level 2		
	Documentation and Administration	Level 3		
	International Trade Legislation Compliance	Level 3		
	Logistics Operations Research and Planning	Level 3		
	Process Improvement and Optimisation	Level 3		

	Resource Management	Level 3	
	Ship Operations	Level 3	
	Stakeholder Management	Level 3	
Programme Listing	For a list of Training Programmes available for the Sea Transport sector, please visit: www.skillsfuture.sg/skills-framework/sea-transport		

The information contained in this document serves as a guide.