

SKILLS FRAMEWORK FOR SEA TRANSPORT SKILLS MAP - ASSISTANT CREWING MANAGER						
<b>Sector</b>	Sea Transport					
<b>Track</b>	Shipping					
<b>Sub-track</b>	Ship Management					
<b>Occupation</b>	Crewing Manager					
<b>Job Role</b>	Assistant Crewing Manager					
<b>Job Role Description</b>	<p>The Assistant Crewing Manager manages the recruitment and deployment of seafarers for vessels. He/She is responsible for screening and evaluating hired seafarers for fulfilment of requirements, according to organisational standards, International Maritime Organisation (IMO) regulations, Standards for Training, Certification and Watchkeeping for Seafarers (STCW) conventions and the Maritime Labour Convention. He oversees the administration of crew-related human resource practices and negotiates with seafaring unions on contractual terms for crew and develops budget and expenditure reports.</p> <p>He is also responsible for overseeing the reporting of any accidents and/or incidents to the relevant authorities, conducting analyses as part of crewing investigations and recommending follow-up actions.</p> <p>He has a good understanding of manpower planning and sea-going crew administration. He is analytical and possesses foresight in planning crew deployments.</p>					
<b>Critical Work Functions, Key Tasks and Performance Expectations</b>	<b>Critical Work Functions</b>		<b>Key Tasks</b>	<b>Performance Expectations (For legislated / regulated occupations)</b>		
					<p>In accordance to:</p> <ul style="list-style-type: none"> <li>International Maritime Organisation (IMO) Regulations</li> <li>Standards for Training, Certification and Watchkeeping for Seafarers (STCW) conventions</li> <li>Maritime Labour Conventions</li> </ul>	
	Manage crew recruitment process					Foster and maintain relationships with crewing agencies for crew recruitment
						Conduct manpower forecasting for crewing needs
						Prepare reports to specify levels for crew recruitment
						Manage candidate screening and evaluation processes to ensure suitability for deployment
						Manage verification processes for potential and/or newly recruited crew's qualifications and certifications
	Manage crew deployment					Manage deployment schedule planning
						Ensure all selected seafarers are qualified, experienced and medically fit, in accordance to current regulations and best practices
						Oversee administrative and legal documentation process for all crew
						Approve costs of travel logistics and arrangements for global crew deployment
						Manage day-to-day administrative tasks, from crew leave scheduling to grievance investigations and disciplinary matters, and escalate complex issues to senior management
						Oversee reporting of accidents and/or incidents to relevant authorities and recommend follow-up actions
Manage communications with the media, in the event of accidents and/or incidents						
Conduct incident and accident analysis as part of crewing investigations						
Manage crew training and performance			Develop crew training programmes in line with organisational standards and industry best practices			
			Manage deployment and costing for crew upskilling and re-certification courses			
			Evaluate crew performance to propose promotions and adjustments to crewing practices			
Monitor budget and expenditure			Support negotiations with seafarer unions and the development of seafarer contracts			
			Approve payroll administration for crew of assigned vessels			
			Approve port disbursements for crew of assigned vessels			
			Develop monthly and annual budget reports highlighting key performance indicators and targets for designated vessels			
<b>Skills and Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>			
	Benefits Management	Level 3	Communication	Intermediate		

	Budgeting	Level 4	Decision Making	Intermediate
	Business Negotiation	Level 4	Resource Management	Intermediate
	Compensation Management	Level 3	Problem Solving	Intermediate
	Contract and Vendor Management	Level 4	Developing People	Intermediate
	Crew Management	Level 4		
	Cyber Security	Level 3		
	Maritime Emergency Response Management	Level 4		
	Employee Relations	Level 4		
	Labour Relations Management	Level 4		
	Learning and Development	Level 4		
	Manpower Planning	Level 4		
	Maritime Incident Management	Level 4		
	Networking	Level 4		
	Performance Management	Level 3		
	Recruitment Channel Management	Level 4		
	Selection Management	Level 3		
Stakeholder Management	Level 4			
Talent Management	Level 4			
<b>Programme Listing</b>	For a list of Training Programmes available for the Sea Transport sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/sea-transport">www.skillsfuture.sg/skills-framework/sea-transport</a>			

The information contained in this document serves as a guide.