

**SKILLS FRAMEWORK FOR SEA TRANSPORT
SKILLS MAP - CREWING EXECUTIVE**

Sector	Sea Transport		
Track	Shipping		
Sub-track	Ship Management		
Occupation	Crewing Manager		
Job Role	Crewing Executive		
Job Role Description	<p>The Crewing Executive provides operational support to the recruitment and management of seafarers for vessels. He/She handles the administration of compliance requirements for crew onboard vessels and supports the deployment of crew, in accordance to vessel requirements, organisational standards, International Maritime Organisation (IMO) regulations, Standards for Training, Certification and Watchkeeping for Seafarers (STCW) conventions and the Maritime Labour Convention</p> <p>He also helps to ensure that crewing tasks are performed in adherence to the organisation's health, safety, security, environment and quality (HSSEQ) procedures, and alerts senior management, protection and indemnity (P&I) clubs and relevant authorities in the event that accidents and/or incidents occur.</p> <p>He possesses knowledge of sea-going crew administration and has interpersonal skills to support engagements with internal and external stakeholders for crewing needs.</p>		
Critical Work Functions, Key Tasks and Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)
			In accordance to: <ul style="list-style-type: none"> • International Maritime Organisation (IMO) Regulations • Standards for Training, Certification and Watchkeeping for Seafarers (STCW) conventions • Maritime Labour Conventions
	Manage crew recruitment process	Maintain communication and relationships with crewing agencies for crew recruitment	
		Assist in candidate screening and evaluation process	
	Manage crew deployment	Verify qualifications and certificates of potential and/or newly recruited crew	
		Support deployment schedule planning and update crew manifests, according to crew availability	
		Support vessel manning by identifying seafarers who are qualified, experienced and medically fit, in accordance to current regulations and best practices	
		Secure visas, flag state certifications and other appropriate administrative and legal documentation for all crew	
		Liaise with port agencies and other service providers on travel logistics and arrangements for global crew deployment	
		Ensure day-to-day administrative tasks, ranging from crew leave scheduling to grievance investigations, are performed in adherence to the organisation's health, safety, security, environment and quality (HSSEQ) procedures and the Maritime Labour Conventions	
		Alert senior management, protection and indemnity (P&I) clubs and other relevant authorities of accidents and/or incidents that occur beyond flag state requirements and insurance terms	
		Assist with communications with the media in the event of accidents and/or incidents	
		Support incident and accident analysis within crewing investigations	
Manage crew training and performance		Assist in the development of crew training programmes	
	Provide planning support for crew deployment to upskilling and re-certification courses		
	Support evaluations of crew performance and indicate necessary adjustments or improvements to crewing practices		
Monitor budget and expenditure	Assist in the development of payroll for crew of assigned vessels		
	Arrange port disbursements for assigned crew of vessels		
	Assist in the preparation of monthly and annual budget reports for designated vessels		

Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Benefits Management	Level 2	Communication	Basic
	Budgeting	Level 3	Interpersonal Skills	Basic
	Compensation Management	Level 2	Problem Solving	Basic
	Contract and Vendor Management	Level 3	Teamwork	Basic
	Crew Management	Level 3	Digital Literacy	Intermediate
	Cyber Security	Level 3		
	Maritime Emergency Response Management	Level 3		
	Employee Relations	Level 3		
	Labour Relations Management	Level 3		
	Learning and Development	Level 3		
	Manpower Planning	Level 3		
	Maritime Incident Management	Level 3		
	Networking	Level 3		
	Performance Management	Level 2		
	Recruitment Channel Management	Level 3		
Selection Management	Level 2			
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.