

**SKILLS FRAMEWORK FOR SEA TRANSPORT
SKILLS MAP – ASSISTANT MARINE SUPERINTENDENT**

Sector	Sea Transport				
Track	Shipping				
Sub-track	Ship Management				
Occupation	Marine Superintendent				
Job Role	Assistant Marine Superintendent				
Job Role Description	<p>The Assistant Marine Superintendent assists in overseeing ship compliance to regulatory requirements and legislation, ensuring voyage safety and optimisation and improvements to enhance efficiency. He/She is responsible for ensuring ship compliance to international maritime codes and regulations, including the International Maritime Organisation (IMO) code, International Labour Organisation (ILO) regulations, International Safety Management (ISM) code, International Ship and Port Facility Security (ISPS) code, Maritime Labour Convention (MLC) regulations, International Standards Organisation (ISO), and Standards for Training, Certification and Watchkeeping for Seafarers (STCW) convention.</p> <p>He is also in charge of ground-level crew management matters, such as overseeing wages and invoices, as well as crew changes. He is analytical, results-oriented and has good communication skills.</p>				
Critical Work Functions, Key Tasks and Performance Expectations	Critical Work Functions		Key Tasks	Performance Expectations (For legislated / regulated occupations)	
					Oversee ship compliance to regulatory requirements and legislation
	Oversee crew management matters	<ul style="list-style-type: none"> Manage crew wages and invoices Oversee crew changes Coordinate, and provide advice on, crew training matters 			
	Ensure voyage safety and optimisation	<ul style="list-style-type: none"> Monitor and inspect day-to-day safety of the vessel, security and pollution prevention for daily operations Monitor the fleet's navigational, deck and cargo operation efficiency Collect evidence and data to support investigations in the event of accidents/incidents 			
	Manage ship budget and expenditure	<ul style="list-style-type: none"> Prepare and manage relevant aspects of the vessel's budget Archive monthly reports for the vessels 			
	Manage resource planning	<ul style="list-style-type: none"> Approve vessel requests for stores and spares within agreed limits Assist in processing requisitions of critical and spare parts 			
	Manage business risks	<ul style="list-style-type: none"> Ensure workflow is in compliance with internal procedures Liaise with commercial teams to provide inputs for risk assessment 			
	Lead improvements to enhance efficiency	<ul style="list-style-type: none"> Gather and analyse data from ship inspections and/or audits to identify areas for improvement Develop workflow improvement plans 			
	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)		
	Budgeting	Level 3	Interpersonal Skills		Intermediate
	Business Continuity Management	Level 4	Communication		Intermediate
	Business Data Analysis	Level 2	Creative Thinking		Intermediate
	Business Planning	Level 3	Problem Solving		Intermediate
Cash Flow Reporting	Level 3	Service Orientation	Basic		
Crew Management	Level 3				
Crisis Communication	Level 4				
Crisis Management	Level 3				
Cyber Security	Level 3				
Employee Relations	Level 3				
Financial Analysis	Level 3				
Financial Management	Level 3				
Fleet Procurement	Level 3				
Innovation	Level 3				

	Learning and Development	Level 3	
	Manpower Planning	Level 3	
	Networking	Level 4	
	Organisational Strategy and Policy Realisation	Level 3	
	Resource Management	Level 3	
	Risk Compliance and Governance	Level 4	
	Risk Control and Response Planning	Level 4	
	Service Excellence	Level 4	
	Ship Cyber Security	Level 4	
	Ship Maintenance and Repair (Dock)	Level 4	
	Ship Repair Management	Level 4	
	Ship Safety Management Systems Audit	Level 4	
	Technology Integration	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.

