

**SKILLS FRAMEWORK FOR SEA TRANSPORT
SKILLS MAP - ASSISTANT TECHNICAL SUPERINTENDENT**

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| Sector | Sea Transport | | | | |
| Track | Shipping | | | | |
| Sub-track | Ship Management | | | | |
| Occupation | Technical Superintendent | | | | |
| Job Role | Assistant Technical Superintendent | | | | |
| Job Role Description | <p>The Assistant Technical Superintendent monitors ship operations and evaluates technical aspects of vessels for maintenance needs. He/She collaborates with vessel operators to develop the proper technical repair plans to address identified maintenance needs, and supervises maintenance procedures to ensure compliance with port rules and regulations, as well as international codes and regulations, including the International Maritime Organisation (IMO) code, International Labour Organisation (ILO) regulations, the International Safety Management (ISM) code, International Ship and Port Facility Security (ISPS) code, Maritime Labour Convention (MLC) regulations, and relevant ISO standards. He is also in-charge of crew-level administration matters.</p> <p>He is flexible and possesses strong initiative and 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 | Follow up on class and flag status of vessels and arrange for required surveys and services Monitor and maintain currency of ship certificates, including e-certificates | In accordance with: <ul style="list-style-type: none"> • 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 • ISO standards | | |
| | Manage maintenance of ships to ensure seaworthiness | Ensure proper execution of planned maintenance Schedule and supervise repairs and dry-dockings on site Maintain proper technical records and reports for the vessels Assist in preparing technical specifications in compliance with applicable requirements Undertake necessary follow-up actions on vessel repairs and services | | | |
| | Manage ship budget and expenditure | Prepare and manage relevant aspects of the vessel's budget Archive monthly reports for the vessels | | | |
| | Manage resource planning | Approve vessel requests for stores and spares within agreed limits Assist in processing all critical and spare parts requisitions | | | |
| | Manage business risks | Ensure workflow is in compliance with internal procedures Implement approved mitigation actions to reduce business-associated risks | | | |
| | Lead improvements to enhance efficiency | Gather and analyse data from ship inspections and 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 4 | | | | |
| Crisis Communication | Level 4 | | | | |
| Crisis Management | Level 3 | | | | |
| Cyber Security | Level 3 | | | | |
| Dry Dock Project Management | Level 4 | | | | |
| 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 | | | | |
| Market Research | Level 3 | | | | |
| Networking | Level 4 | | | | |

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| | Organisational Strategy and Policy Realisation | Level 3 | |
| | Resource Management | Level 3 | |
| | Risk Compliance and Governance | Level 4 | |
| | Risk Control and Response Planning | Level 4 | |
| | Ship Compliance Management | Level 4 | |
| | Ship Cyber Security | Level 4 | |
| | Ship Maintenance and Repair (Dock) | Level 4 | |
| | Ship Repair Management | 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.