

**SKILLS FRAMEWORK FOR SEA TRANSPORT
SKILLS MAP - DESK HEAD (SALES AND PURCHASE)**

Sector	Sea Transport			
Track	Maritime Services			
Sub-track	Brokerage			
Occupation	Sales and Purchase Broker			
Job Role	Desk Head (Sales and Purchase)			
Job Role Description	<p>The Desk Head (Sales and Purchase) oversees the ship sales and purchase brokering business, develops department and risk management plans while monitoring and managing the business' performance. He/She oversees compliance to all legal and regulatory requirements and possesses an in-depth knowledge of ships while recognising potential business opportunities and clients in order to grow the business.</p> <p>He manages a team of brokers and instils a culture of innovation to encourage workflow improvements.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions		Key Tasks	
	Grow sales and purchase brokering business	Identify and solicit prospective clients by pre-empting their business and financing needs		
		Identify clients' needs and requirements on vessels to be purchased/sold		
		Oversee negotiations relating to sales and purchases of ships, associated contracts and ensure compliance to regulatory requirements		
		Build and develop new business pipelines to increase the organisation's market share		
		Evaluate recommendations for potential business opportunities		
	Manage sales and purchase brokering business	Lead and manage a team of brokers and monitor their performance		
		Set key performance indicators for team and business unit		
		Perform data analysis of ship sales and purchases market to review existing trends and explore new trends and its impact on the business		
		Develop new strategies and tools to improve sales and purchases brokering operations		
		Appoint marine surveyors to determine vessel conditions and analyse their report findings on the impact on ship valuation		
	Service client accounts	Develop and maintain the organisation's portfolio of clients, comprising ship owners, ship financiers, other brokers, etc.		
		Manage issues arising from servicing client accounts		
		Manage information exchange between clients and other counter parties in the transaction		
Manage business risks	Develop a framework and processes to manage business risks in ship sales and purchases operations			
	Ensure business risk procedures are complied with			
Lead improvements to enhance efficiency	Drive a culture of innovation and efficiency to ensure processes are productive			
	Monitor the effectiveness of workflow improvements			
Manage resource planning	Develop strategies for resource planning and utilisation			
	Review the utilisation of resources			
Skills & Competencies	Technical Skills & Competencies		Generic Skills and Competencies (Top 5)	
	Budgeting	Level 5	Communication	Advanced
	Business Data Analysis	Level 2	Interpersonal Skills	Advanced
	Business Negotiation	Level 5	Leadership	Advanced
	Business Planning	Level 5	Problem Solving	Advanced
	Cyber Security	Level 3	Service Orientation	Advanced
	Financial Analysis	Level 5		
	Financial Management	Level 5		
	Innovation	Level 5		
	Market Research	Level 5		
	Networking	Level 5		
	Organisational Strategy and Policy Realisation	Level 5		
	Resource Management	Level 4		
	Risk Compliance and Governance	Level 5		
	Risk Control and Response Planning	Level 5		
	Service Excellence	Level 5		
	Ship Financing	Level 5		
	Ship Sale and Purchase	Level 5		
Technology Integration	Level 4			

**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.