

**SKILLS FRAMEWORK FOR SEA TRANSPORT
SKILLS MAP – CHARTERING MANAGER**

Sector	Sea Transport			
Track	Shipping			
Sub-track	Commercial Management			
Occupation	Ship Charterer			
Job Role	Chartering Manager			
Job Role Description	<p>The Chartering Manager handles all aspects of chartering activities and ensures the profitable employment of a fleet of vessels, based on vessel types and/or area of deployment, while monitoring adherence to the organisation's risk management procedures. He/She analyses market research, identifies business development opportunities for the business unit and has a sound understanding of the ship chartering market with a strong drive to succeed.</p> <p>He has excellent analytical and problem-solving skills, with the ability to communicate with various stakeholders.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions		Key Tasks	
	Grow ship chartering business		Identify and solicit prospective clients for spot or future cargoes, contracts and tonnage, through brokers or direct contact with cargo and vessel owners	
			Monitor and analyse market trends through data analytics and networking to identify business opportunities	
			Negotiate the terms and finalise details of charter parties and contracts of affreightment	
			Develop medium to long term chartering and trading strategies	
			Evaluate recommendations for potential business opportunities	
			Analyse risks of potential business opportunities (such as counter party risks and credit risks)	
	Manage chartering operations		Oversee resolution of issues arising from pre- and post-fixture issues together with cargo owners, operations, technical management, demurrage analysts	
			Analyse reports on developments in various freight markets	
			Monitor the targets achieved against key performance indicators for chartering income, vessel deployment, etc. across a fleet of vessels	
			Oversee the performance and provide guidance to junior charterers	
	Service client accounts		Manage contracts with ship owners, cargo owners and brokers	
			Manage issues arising from servicing client accounts	
			Manage and archive information exchange between clients and business	
	Manage business risks		Maintain relationships with cargo owners and brokers	
			Manage compliance to risk management frameworks, policies and processes	
		Conduct data analysis to identify trends and patterns of business-associated risks and recommend corrective actions		
Manage resource planning		Propose solutions to mitigate financial risks related to ship chartering activities		
		Optimise utilisation of resources		
		Acquire and allocate resources to support operations		
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Budgeting	Level 4	Communication	Advanced
	Business Data Analysis	Level 3	Interpersonal Skills	Advanced
	Business Negotiation	Level 4	Teamwork	Advanced
	Business Planning	Level 4	Service Orientation	Advanced
	Cash Flow Reporting	Level 4	Problem Solving	Advanced
	Cyber Security	Level 3		
	Financial Analysis	Level 4		
	Financial Management	Level 4		
	Innovation	Level 4		
	Market Research	Level 4		
	Networking	Level 4		
	Organisational Strategy and Policy Realisation	Level 4		
	Proposal Writing	Level 4		
	Resource Management	Level 3		
	Risk Compliance and Governance	Level 4		
	Risk Control and Response Planning	Level 4		
	Service Excellence	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.