

**SKILLS FRAMEWORK FOR SEA TRANSPORT  
SKILLS MAP - SENIOR VESSEL OPERATOR/VESSEL OPERATOR**

<b>Sector</b>	Sea Transport			
<b>Track</b>	Shipping			
<b>Sub Track</b>	Ship Operations			
<b>Occupation</b>	Vessel Operations Manager			
<b>Job Role</b>	<b>Senior Vessel Operator/Vessel Operator</b>			
<b>Job Role Description</b>	<p>The Senior Vessel Operator/Vessel Operator acts as the organisation's primary link with the ship's crew on matters relating to vessel movements and cargo operations. He/She liaises with the ship master to plan and execute the voyage and port/cargo operations. In addition, he liaises with regulatory bodies, terminal operators and port service providers, such as agents and bunker suppliers, maintains customer contact, and responds to problems that may arise from the voyage.</p> <p>He has good communication skills, can juggle the demands of multiple parties, and may be required to work irregular hours.</p>			
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>		<b>Key Tasks</b>	
	Plan and execute shipping operations		Coordinate shipping requirements under voyage charters, time charters and contracts of affreightment	
			Coordinate the day-to-day operational activities and liaise with charterers, brokers and/or masters to ensure safe and efficient voyage operation	
			Arrange class, ship inspection report programme (SIRE) and other relevant surveys and maintain vessel operational status through tracking of daily reports, class documents and certificates	
			Monitor and update vessel positions and performance to track estimated times of arrival (ETA) for chartered vessels, delivery/redelivery of vessels, off-hire, stoppages and/or delays	
			Plan voyages to optimise speed and cost reduction	
			Develop bunker utilisation plans and monitor bunker consumption to reduce associated costs	
			Calculate and process payables for demurrage, third-party claims, etc. and receivables, in accordance to charter party requirements	
			Analyse and prepare reports on vessel voyage performance and post fixture issues related to hire statements, hire payments, off hire, lay time, demurrage claims, etc.	
	Plan and execute cargo/port operations		Develop cargo/stowage plan to prevent co-mingling and blending of cargo, and to optimise capacity utilisation	
			Monitor tank/hold cleanliness and ensure readiness for next cargo shipment, in accordance to MARPOL regulations	
			Negotiate and appoint port agents	
			Liaise with port agents for ship husbandry matters such as, pilotage/towage, bunkering, ship supplies, crew changes, tank cleaning and de-slopping	
		Prepare and send arrival instructions to vessel masters		
		Prepare and send bills of lading, manifests and other cargo documents to relevant authorities, terminal operators and consignees		
Service client accounts		Arrange and process port call documentation such as, Statement of Facts, Disbursement Accounts		
		Update clients on vessel arrivals, crew changes, bunker consumption and other relevant vessel operation matters		
		Maintain and update fleet operational record systems and customer databases		
Lead improvements to enhance efficiency		Resolve claims and payment disputes arising from voyage operations		
		Propose workflow improvements to improve efficiency		
		Assist with implementation of workflow improvements to improve efficiency		
<b>Skills and Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>	
	Budgeting	Level 3	Communication	Advanced
	Business Data Analysis	Level 3	Decision Making	Advanced
	Cargo Loading and Unloading	Level 3	Teamwork	Advanced
	Cash Flow Reporting	Level 3	Problem Solving	Advanced
	Cyber Security	Level 3	Resource Management	Advanced
	Documentation and Administration	Level 2		
	Financial Analysis	Level 3		
	Financial Management	Level 3		
Innovation	Level 3			

	Networking	Level 3	
	Ship Operations	Level 3	
	Technology Integration	Level 2	
<b>Programme Listing</b>	For a list of Training Programmes available for the Sea Transport sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/sea-transport">www.skillsfuture.sg/skills-framework/sea-transport</a>		

The information contained in this document serves as a guide.