



Port of Fujairah
Marine Department
Job Description –Fleet Co-ordinator

Job Details	
Job Title	<i>Fleet Co-ordinator</i>
(Sub) Section	Marine Personnel – Section Marine Operations
Performance areas of the (Sub) Section	The optimal deployment of personnel and assets to ensure the safe, efficient and environmentally responsible delivery of Marine Services in the Port of Fujairah and FOAA.
Power of Decision	<ul style="list-style-type: none"> - The Fleet Personnel Co-ordinator is responsible for the performance areas of the Function - The Fleet Personnel Co-ordinator reports to the Head of Marine Operations

Performance Areas of the Function	
Co-ordination	<ul style="list-style-type: none"> - Co-ordinates the day to day operations of the sub-Section Marine Personnel. - Ensures the optimal deployment of personnel and resources in the sub-Section - arranges the conventional shore side formalities for Marine Craft venturing outside their regular working area. - Provides long-term projections and advice on staffing levels of the sub-section Marine Personnel to the Head of Section Marine Operations.
Planning and Scheduling	<ul style="list-style-type: none"> - Prepares yearly and monthly schedules for operational personnel in the sub-Section. - Co-ordinates planned leave of operational personnel in the sub-Section and adjusts the schedule accordingly. - Reacts adequately to unplanned crewing related incidents such as sickness, emergency leave etc. by adjusting the schedule to ensure the continuity of marine operations. - Ensures that schedules and crewing comply with regulations and policies on working hours and safe manning at all times - Co-ordinates with the training officer to accommodate training exercises in the schedule. - Identifies bottlenecks in the schedule and informs the Head of Section Marine Operations accordingly.

Performance Areas of the Function (cont.)	
Administration and Support	<ul style="list-style-type: none"> - Keeps track of the records regarding the deployment of marine personnel. - Keeps track of the validity of documentation regarding marine personnel ensuring that all personnel have up-to-date licenses and physical examinations. - Administers the Marine Crafts official certificates and other documents monitors their validity. - Advises the Head of Section Marine Operations in case of issues pertaining to certification and documentation.

Qualifications, Experience, Skills & Knowledge	
Required	<ul style="list-style-type: none"> - Professional working and thinking level (education up to a College Degree level) - Experience with scheduling in an operational environment - Basic knowledge of port and shipping activities
Preferred	<ul style="list-style-type: none"> - Ability to work with diverse groups