



**BRITISH VIRGIN ISLANDS PORTS AUTHORITY
VACANCY NOTICE 8/2018**



OPERATIONS MANAGER

The British Virgin Islands Ports Authority seeks to employ an experienced full-time Operations Manager to oversee all Operations functions of the Authority and ensure that the day-to-day operations are conducted in a manner consistent with the strategic objectives set out, as well as in conformity with internationally accepted standards relevant to the industry.

Primary Responsibilities:

For the successful candidate, the role of Operations Manager of the Authority offers an opportunity to:

- Provide direct supervision to technical staff and oversee all operational functions.
- Administrate various Laws and Regulations related to operations, e.g. Ports Act, 1990 and the Ports and Marine Services Regulations, 1988, and any succeeding legislation.
- Coordinate all services provided by and carried out at the Ports, including activities of private companies, persons, Government Departments and Agencies operating in or using the Ports.
- Supervise cargo-handling activities, including stevedoring, shore handling, storage operations and services.
- Collect documents and report Port statistics such as ships arrivals and departures, import/export cargo handled by quantity and type, domestic traffic, ship characteristics (length, GRT, NRT, nationality, origin and next port of call, berth occupancy, etc.), equipment and warehouse utilization, cargo in storage and other operational activities.
- Assist the Managing Director in preparation of budgets, control of expenditure, and selection of equipment for operations.
- Implement British Virgin Islands Ports Authority policy directives relating to functions and responsibilities of operations, as instructed by Management.
- Plan, establish and implement procedures for the improvement of all operations functions.

Requirements:

- Must be diligent, professional, and courteous.
- Extensive knowledge of cargo operations, cruise line business and marine operations.



- Experience and knowledge in Port Operations Management.
- Strong knowledge of Local and International regulations such as IMO and ISPS Code pertaining to a vessel's call, including cabotage laws.
- Must be proficient in the use of a VHF Radio.
- Strong world-wide shipping geographical knowledge.
- Strong verbal and written communication skills.
- Proficient in MS office to include, Word, Excel, Power Point, Outlook.

Qualifications:

- 7+ years working experience as an Operations Manager or in a related field.
- BSc. / BA. in Operations Management or Management.
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CLOSING DATE: January 30, 2019

Please send applications to:

**Chairman of BVIPA Board of Directors
British Virgin Islands Ports Authority
Tortola, British Virgin Islands or email to: *jjthomas@bviports.org***