



BRITISH VIRGIN ISLANDS PORTS AUTHORITY VACANCY NOTICE 4/2020

The British Virgin Islands Ports Authority is seeking mature, and highly motivated persons to join our Team in the following position:

Director of Compliance

Specific Accountabilities:

The Director of Compliance performs the effective management of the Quality Management System (QMS) and the Safety Management System (SMS) through ongoing development, implementation and monitoring of processes, policies and procedures.

1. Conduct port safety and quality control monitoring.
2. Identify port safety hazards and ensure accurate reporting and internal quality controls are adhered to.
3. Ensures compliance with national and international standards and legislation.
4. Ensures that all data received, handled, produced and distributed are of high quality, accurately entered into the database and satisfies the requirements of established policies.
5. Disseminates significant safety information to all relevant parties as required.
6. Monitors performance by gathering relevant data and producing reports accordingly.
7. Ensures the effectiveness of seaports safety program and data collection.
8. Maintains a safety management information system and database.
9. Conducts safety audits, surveys and inspections of any aspect of the ports operation.
10. Enhances the seaport's vendor safety culture and promotion of safety awareness.
11. Conduct training of ports personnel in the use of seaports safety information systems, with emphasis on quality monitoring and risk management.
12. Develop, implement, communicate and maintain a quality plan that will assist with bringing the company's quality system and policies into compliance with quality system requirements.
13. Set up and maintain controls and documentation procedures.

14. Ensures that the execution of all corrective action and compliance are met accordingly.
15. Formulate and manage the development and implementation of goals, objectives, policies, procedures and systems pertaining to Quality Management System.
16. Stay current on the latest compliance and reporting international standards, trends and best practices.

Person Specifications:

Minimum Acceptable Academic/Technical/Professional Qualifications

- Bachelor Degree in Law, Compliance or related field

Minimum Number of Years of Relevant Experience

- Six (5) years plus relevant experience

Specific Skills/Experience and/or Knowledge

- Sound knowledge of the relevant international and national seaport legislation, procedures and practices.
- Basic knowledge of operational procedures and policies for the various Units/Departments under the BVI Ports Authority portfolio.

Salary:

Remuneration/ Benefits: Based on qualifications and experience.

Closing Date: 3rd December, 2020.

Please send applications to:

Deputy Managing Director
British Virgin Islands Ports Authority
Box 4, Road Town, Tortola.
British Virgin Islands

Or email to: omaynard@bviports.org

For further information, please visit our website at www.bviports.org