



JOB DESCRIPTION – CHIEF OFFICER (C/M)

1. Reporting and Backup Arrangements

1. The Chief Mate reports to the Master and acts as the Master's backup.
2. The Chief Mate is backed up by the Second Mate.

2. Responsibilities

1. Standing navigational watches.
2. Supervising the compliance with safety, security and environmental protection procedures on board (including crew training and equipment maintenance);
3. Supervising the Navigational Officers for adherence to navigational safety procedures and passage plans in accordance with the Master's instructions.
4. Supporting and guiding the Navigational Officers in the execution of their appointed tasks as safety, Ship Security, Medical and/or Radio Officer as applicable.
5. Training Navigational Officers in connection with cargo operations.
6. Supervising the deployment and performance of the deck ratings.
7. Organizing and supervising port and cargo watches as required.
8. Supervising the catering department and monitoring the living conditions of the crew.
9. Planning and executing the ship's cargo and ballast operations in accordance with the charterer's and Master's instructions.
10. Maintenance of deck, cargo and accommodation machinery and equipment in close liaison with the Chief Engineer and/or the Second Engineer and in accordance with the vessel's planned maintenance program.
11. Ordering and managing of navigational, safety, deck and cabin stores.
12. Ensuring that duties are fulfilled as stated in the SMS

3. Job Entry Requirements

1. Certified qualifications:
 - a. Chief Mate's Certificate of Competency and all additional documentation and certification required by IMO STCW, Flag State and company for the type, size and trade of the vessel
2. Special pre-entry competency requirements:
 - a. References and experience accepted by the Technical Superintendent as sufficient for the assignment considering the vessel's type, trade and size
 - b. Good command of the English language
 - c. Decision making, social and leadership skills, especially in emergency situations
3. Additional requirements before taking over (office and/or shipboard familiarization must be considered as necessary):
 - a. Knowledge of the Flag State's maritime legislation
 - b. Knowledge of the company's management system