



## **CAREER OPPORTUNITY**

The **Jamaica Bauxite Mining Limited** invites applications from suitably qualified persons to fill the vacancy of:

### **PORT SUPERVISOR**

The Port Supervisor has responsibility for overseeing all daily operations of the Port including equipment maintenance, safety compliance, and supervision of staff.

#### **RESPONSIBILITIES INCLUDE:**

- Overseeing the timely execution of all projects and ensuring expenses are maintained within projected budget.
- Coordinating the design of work plans and programs for staff supervised ensuring staff is effectively utilized and productivity optimized.
- Supervising vessel planning activities prior to ships arrival at port.
- Ensuring the mooring and unmooring of vessels is safely done.
- Ensuring the loading and discharge of vessels are performed accurately.
- Acting as a focal point for any ship loading issues that may arise with assigned vessels.
- Interacting with clients to facilitate the timely delivery of export materials.
- Supervising the maintenance of the cathodic protection system; piers and fenders for the docks; mooring buoys; houses office buildings; furniture & air conditioning units.
- Providing leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Plan Port employees schedules as per forecasted workloads.
- Conducting performance appraisals for subordinate staff; recommends training and development interventions to enhance the performance of employees.
- Establishing and maintaining systems/programs to foster a culture of “service and team work”.
- Preparing and submitting activity and other reports as requested.
- Ensuring compliance with all health, safety, and security regulations and practices on site.
- Ensuring that equipment availability and reliability are maintained according to world class standards.
- Overseeing preventative maintenance, inspections and repairs.

#### **REQUIRED COMPETENCIES**

- Excellent communication and interpersonal skills.
- Excellent planning, organizing, analytical and negotiating skills.
- Strong analytical and problem-solving skills.
- Ability to effectively manage/work in a team.
- Result driven.
- Sound knowledge of motor vehicle maintenance.
- Sound knowledge of procurement and inventory management.
- Sound knowledge of safety and security management.
- Effective budgeting and performance management skills.
- Competence in use of Microsoft Office Suite.
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values.
- Sound knowledge of working with conveyor and other auxiliary systems.

### **REQUIRED QUALIFICATION & EXPERIENCE**

- BSc Degree in Mechanical or Electrical Engineering from a recognized tertiary institution.  
Plus
- Minimum five years related experience in maintenance.
- Professional certification in supervisory management.
- Experience working with conveyor systems would be a distinct advantage.
- Experience in shipping industry with safety administration would be an asset.
- Or any other equivalent combination of qualification and experience.

Please forward curriculum vitae by 9<sup>th</sup> June, 2023 to:

**The Senior HRM & General Administration Manager**

**Jamaica Bauxite Mining Ltd**

**P.O. Box 33**

**Ocho Rios**

**St. Ann**

**or**

**jobs@jbm.gov.jm**

We thank all participants for their interest; however, only shortlisted persons will be contacted.