



VACANCY

Seychelles Ports Authority (SPA) is seeking to recruit qualified and experienced personnel for the following posts:

WATER SUPPLY OFFICER

Job Summary:

To supply water to vessels contracting SPA to supply them with potable water

Essential Functions:

- To provide water distribution service to SPA clients
- Supply water service to customer
- Maintain water pit and ensure cleanliness
- Log all equipment and establish the location it would be used
- Maintain all water equipment and to report any damage or fault in relationship with water delivery/distribution services
- Take daily record of water meter on Mahe Quay and SPA meters as well as to record car mileage after usage
- Identify any leakage, breakdown or unauthorized usage of water and report to Supervisor at the earliest possible time
- Liaise with the personnel at all required quays to input the reading of daily record of main meter.
- Assist plumber with maintenance or reparation on water line
- Assist with the maintenance and test of fire hydrant
- Always on time for supplying water as requested
- Report any difficulty or obstruction that might prevent delay in supplying water
- Comply with the organization policies

Qualifications & Experience:

Educated up to Secondary School

Knowledge & Abilities

- Able to work odd hours
- Must be responsible, accountable and pro-active
- Driving license Class 2 is a requirement

DRIVER/OPERATOR**Job Summary:**

- Performs work in the operation of a vehicle to assure safe transportation of staff, supplies, materials, mails or monetary deposits
- Responsible for operating the Company's motor vehicles

Essential Functions:

- Collect mail from the Post Office twice a day i.e morning and afternoon
- Collect "Nation" newspaper every morning and distribute to each section
- Drive staff and visitors or officials on duty as and when required including at night time and /or weekend /public holiday
- Empty all the Secretary's out trays twice a day i.e morning and afternoon
- Enter letters to be posted in the stamps voucher and bring them to the post office stamps
- Record letters to be dispatched in the dispatch book and ensure that they are correctly delivered and signed for upon delivery
- Ensure that letters are posted or dispatched daily
- Cleaning, upkeep and ensure good cleanliness of the vehicle at all times
- Keep mileage record correctly
- Operates travelling or stationary overhead crane (cab or ground controlled) to lift, move and position loads, such as machinery, equipment, products and solid or bulk materials, using hoisting attachments, such as hook, sling, electromagnet or bucket
- Manipulate or depresses crane control, such as pedals, levers, and buttons to regulate speed and direction of crane and hoist movement according to written, verbal or signal instruction
- Cleans and maintains crane and hoisting mechanism
- Inspects crane for defective parts and notifies supervisor of defects or malfunctions

- Any other relevant duties that may be assigned

Qualifications & Experience:

Educated up to Secondary School holding a Class 2, 4, 5, 6 and 7 drivers' full license with 3-5 years of relevant working experience

Knowledge & Abilities

- Demonstrate dependability and self-motivation
- Excellent time management skills
- Must be able to read, write, understand and communicate clearly
- Must possess a high level of reliability

Please note that it is company policy that all successful candidates will be required to pass a drug test prior to employment.

Interested candidates may collect application forms at the Seychelles Ports Authority's (SPA) Main Office, at the Commercial Port or download same on SPA's website: www.seyport.sc. For more information, relating to the post you may contact the Human Resource Department on Telephone Number: 4294700.

Closing Date for application: 24th May 2024