

Secondment position at INTERTANKO - Vetting

INTERTANKO is looking to find a suitable candidate to take up an 18-month secondment with the Secretariat. The candidate must be employed by a current INTERTANKO Member company and must be able and willing to work in an INTERTANKO office for the duration of the secondment.

We are looking for a colleague with seagoing experience (deck or engine), directly engaged in vetting related activities, with a minimum of three years company experience. Candidates with experience as a Vetting Manager would be preferred. A key skill will be the ability to work as part of our multi-cultural and multi-disciplinary Secretariat. Fluency in both written and spoken English is essential.

In close liaison with the Marine Director and the permanent INTERTANKO Senior Vetting Manager, the Secondee will:

- respond to queries and provide guidance to Members on issues pertaining to vetting, Port State Control and general HSQE matters
- assist with projects such as the development of INTERTANKO Vetting Guides
- assist with the planning and execution of Vetting Seminars and Forums
- contribute to collaborative work with OCIMF/ CDI and other industry organisations
- support the further development/ upgrading of INTERTANKO's benchmarking and performance monitoring tools
- assist with the preparation and planning for Vetting Committee meetings, including agendas, minutes and action items
- assist with facilitating any working groups that may be established under the Vetting Committee
- assist with vetting/ HSQE related issues that arise from other INTERTANKO Committees such as the Human Element in Shipping Committee and INTERTANKO's Safety and Technical Committee

The Secondee will have the opportunity to participate in industry and other stakeholder meetings in order to represent the interests of INTERTANKO Members and liaise with industry bodies and working groups, contributing to their work as appropriate.

Arrangement with Member Company:

This secondment aims to ensure that suitable candidates and their parent company benefit from the professional development a secondment will afford, while equally benefiting the wider membership of the Association through the knowledge and skills transfer between the candidate and the Secretariat/ working committees. Cognisant of the ongoing operational needs of Member Companies, the details of this secondment can be adjusted.

In order to support the Member company and contribute to the cost of temporarily replacing the Secondee during his/ her absence, INTERTANKO proposes to make a contribution to salary and social costs in the order of USD 100,000 per annum. Travel and expenses will be paid by INTERTANKO subject to compliance with INTERTANKO's staff travel policies. All other costs of removal, housing, subsistence, additional insurance etc. are to be borne by the parent company.

For further information or to propose a Secondee, please contact: [Alexandra Hardman](#)



INTERTANKO

THE INTERNATIONAL ASSOCIATION OF INDEPENDENT TANKER OWNERS
-FOR SAFE TRANSPORT, CLEANER SEAS AND FREE COMPETITION-
WWW.INTERTANKO.COM

Draft Job Description Vetting Manager (seconded)

Reporting to: Marine Director

The Vetting Seconded will be primarily located in one of the INTERTANKO offices and will carry out his/ her day-to-day work under the guidance of the permanent Senior Manager for Vetting.

Specific tasks and responsibilities:

In close liaison with the Marine Director and the permanent Senior Manager for Vetting:

- Respond to queries and provide guidance to Members on issues pertaining to vetting, Port State Control and general HSQE matters
- Assist with projects such as the development of INTERTANKO Vetting Guides
- Assist with the planning and execution of Vetting Seminars and Forums
- Contribute to collaborative work with OCIMF/ CDI and other industry organisations
- Support the further development/ upgrading of INTERTANKO benchmarking and performance monitoring tools

Committees and Working Groups

- Assist the Secretary of INTERTANKO's Vetting Committee with preparation and planning for Vetting Committee meetings, including agendas, minutes and action items
- Assist the Secretary of INTERTANKO's Vetting Committee with facilitating the work of any working groups that may be established under the Vetting Committee
- Assist with vetting/ HSQE related issues that arise from other INTERTANKO Committees such as the Human Element in Shipping Committee and INTERTANKO's Safety and Technical Committee

External Representation:

- Participate in industry and other stakeholder meetings in order to represent the interests of INTERTANKO Members
- Liaise with other industry bodies and working groups, as required, contributing to their work as appropriate