

## Position Description

Vacancy Title: **Officer In Charge (OIC) [Kosrae]**

Location: **Kosrae**

Reports To: **Terminal Manager (v 1.00)**

### Objective

The Officer in Charge (OIC) is responsible for the overall management and supervision of terminal operations at one of Vital's five island facilities. This includes overseeing the daily activities related to oil storage tanks, refuelling systems, and terminal operators. The OIC ensures that operations run efficiently, safely, and in compliance with regulatory standards and plays a critical role in driving operational excellence, enhancing team performance, and delivering high levels of customer service. The role reports directly to Terminal Manager.

### Outcomes

#### Organisational Stakeholders

##### 1. Terminal Operations Management

- Terminal operations planned and coordinated to ensure the safe, efficient, and compliant handling of petroleum products.
- Daily activities of terminal staff scheduled and supervised to support seamless product receipt, storage, and dispatch.
- Team rosters prepared and adjusted to maintain adequate staffing and manage overtime within defined operational thresholds.
- Fuel inventory monitored, reconciled, and reported to ensure availability, prevent stockouts, and minimise product losses.
- Distribution of fuel via trucks to service stations, commercial clients, and bulk customers managed and tracked to meet delivery schedules and service level expectations.
- Loading and offloading of fuel products overseen to ensure compliance with quality, quantity, and safety standards.
- Regulatory and internal health, safety, security, and environmental (HSSE) requirements enforced across terminal and transport operations.
- Coordination maintained with supply vessels, hauliers, and customers to ensure efficient and timely fuel movement.
- Terminal assets including tanks, pumps, gantries, meters, and loading systems inspected and maintained to ensure reliability and compliance.
- Preventive maintenance activities monitored and corrective actions initiated to minimise downtime and extend equipment lifespan.
- Operational and compliance records prepared and submitted to support audits, reporting, and performance evaluation.

##### 2. Human Capital Management

- Relevant and timely coaching, guidance provided to direct reports for the purpose of capacity building and succession planning
- Effective contribution to the HR Recruitment function for relevant Vital's positions ensured. This shall include but not be limited to being a member of relevant recruitment interview panels
- Disciplinary actions, for direct reports, carried out in consultation with the Supervisor and the HR Department and in full compliance with all relevant laws, legislations and internal requirements

##### 3. Teamwork and cooperation

- Cooperation within the team and greater function / department
- Cooperation across functions / departments
- Work collaboratively to achieve the set targets and goals

##### 4. Organisation's image and value standards demonstrated and promoted

- Collaborate with other teams in the organisation for the benefit of the organisation
- Monitor and encourage team members to uphold image and value standards
- Uphold and demonstrate the organisation's image and values

#### Product's Stakeholders

##### 1. Customer Service

- Consistently provided prompt, courteous, and professional service to all customers, exceeding expectations for customer satisfaction and building strong relationships within the industry.
- Maintained a professional and presentable demeanor at all times, upholding the company's image and adhering to uniform and grooming policies with unwavering commitment.
- Conducted business ethically and avoided speculation on company matters with external parties, demonstrating integrity and professionalism in all interactions.

### Responsibilities - Key Competencies

#### Competence

#### Description

#### Business

Competence	Description
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Documentation	Communicate using formal business writing.
Communication	Exchange information through verbal communication

#### Customer

Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.

#### People

Leadership	Utilise a leadership position to influence people and events and to increase performance.
Team Orientation	Work in a team towards a common aim.
Facilitation	Assist the progress of work ensuring its timely and effective completion.
Problem Solving	Develop practical solutions to a situation.
Learning	Develop the competencies of self and others to enhance performance.
Self-Management	Manage your priorities and objectives efficiently and effectively

#### Professional

Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

#### Operational

Health and Safety	Establish and maintain a safe and healthy work environment.
Environment	Establish and maintain an environmentally friendly organisation

## Qualifications

Qualification	Discipline	Notes
<b>Preferred</b>		
Diploma	Business and Management, Other related discipline	
<b>Desirable</b>		
Bachelor's Degree	Business Management or Business Administration or related fields	
<b>Preferred</b>		
Certificate	Certificate in OHS Module 1-4	

## Work Knowledge and Experience

3-5 years experience with people and project management responsibilities, developing the ability and confidence to work with limited supervision

A solid understanding of health and safety with the ability to translate it into procedures.

Desired, but not essential: Experience in an operation or industry where on-time and accurate customer deliveries are paramount. Prior experience in the broader energy industry is a plus.

## Requirements

#### Language Proficiency

- Excellent command of English
- Excellent command of written and spoken English

#### Regulatory Compliance Requirements

- Police Clearance
- Health Clearance - Fit to work

## Other Required Requirements

No other required items found.

## Interactions

Type	Interaction	Comments
<b>Internal</b>		
	Terminal employees	
	Drivers	
	Refuellers	
<b>External</b>		
	Suppliers	

## Attributes

### Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Punctuality	Completes a required task or fulfills an obligation before or at a previously designated time
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

### Interpersonal Styles

Collaborative	Capturing the efforts, focus, and attention of others. "There is a pride in leadership, it evokes images of direction. There is humility in stewardship, it evokes images of service." John Taft.
Team Oriented	Enjoys being with others as part of a group or team.

### Thinking Styles

Flexible/Adaptable	Readily accommodates changing circumstances, modifying own behaviour and/or views. Able to adjust easily to new conditions.
Well organised	Controls tasks in a well thought out and critical manner.

### Stewardship

Aligned	Being situationally aware and sensitive to objectives
Attentive	Effectively organizing data and prioritizing objectives
Authentic	Being genuine, honest, and free from pretense

## How To Apply

Use the QR Code and online link provided on the job advert

## Contact for Enquiries

Contact Name: Tracy-Anne Helgenberger

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Further Contact Information: --

**Closing Date:** 22 Jun 2025