



Job Title:	Senior Field Officer		
Division:	Fuel Marking Division	Gross Salary	
Job Category:	Operations		
Reports to:	Head, Fuel Marking Division		
Purpose:	To ensure that all fuel is accurately and properly marked.		
Key Output:	To ensure accuracy and efficiency in the marking of fuel and reconciling of marker concentrate.		
Main Duties:	<ul style="list-style-type: none"> • Rotate and dispatch Marking Officers in a timely manner; • Ensure accurate measurement and data recording on a daily basis; • Plan, prepare and arrange Marking Officers work schedule(s); • Monitor stock levels of marker concentrate and conduct monthly reconciliation with the Accounts Division; • Facilitate checks by Auditors. • Facilitate quality checks by Authentix. • Ensure there is no contamination of the marker concentrate returned by Marking Officers; • Blend marker concentrate as required; • Assist in pre-mixing of marker concentrate for drum marking as required; • Assist in training of new Marking Officers; • Ensure Marking Officers adhere to SOPs; • Visit all Bulk Terminals to uplift reports; • Assist Marking Officers where necessary; • Verify work times for Marking Officers; • Assume responsibility for marker concentrate storage, ordering and transporting; • Engage in auditing/balancing of marker usage and storage and prepare the necessary reports; • Perform the role of Team Leader for marking exercises ; • Bulk mark fuel from international vessels as required; • Mark fuel as required; and • Undertake any other duties and tasks that may be assigned by the Head of Division, the CEO or his nominated representative. 		
Key Competencies:	<ul style="list-style-type: none"> • Reliable and productive; • Ability to execute instructions; • Strong written and oral communication skills; • Ability to work with minimal supervision; and • Meticulous; and • Computer literate. 		
Qualifications:	<ol style="list-style-type: none"> 1. In addition to a minimum of five subjects CSEC (inclusive of English Language and Mathematics), CAT Level 2 with two years related accounting experience is required or a diploma in accounts with one-year related accounting experience. 2. Experience in a similar capacity would be an asset. 		