



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">• Possess a valid driver’s licence;• 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. Minimum of five (5) subjects CXC (English & Mathematics compulsory).2. Experience in a similar capacity would be an asset. <p>In addition to a minimum of five subjects CSEC (inclusive of English Language and Mathematics), CAT Level 1 with two years related accounting experience is required or a diploma in accounts with one-year related accounting experience.</p>		