



# Careers Booklet

**The opportunity to increase gender balance in the EU maritime sector**

Dr Kate Pike and Sue Terpilowski OBE



**ECSCA**

European Community Shipowners' Associations



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School booklet offers details of the various roles available through the shipping sector, in simple language, accessible to ages 11 – 18.

The roles we have shortlisted are both sea-going and shore based. Whilst we concentrate primarily of 'shipping' focused roles, we also ensured that both operational and more analytical roles would be covered.





# OVERVIEW

## OF EUROPEAN SHIPPING

Each year ships transport billions of tons of cargo between the nations of the world. They carry food, textiles, bulk supplies of coal, oil, and grain as well as manufactured goods such as washing machines, cars, and computers. Many space rockets journey by water to their launching sites.

Almost everything we use every day has travelled – for some part of its journey – by ship.





# SHIPPING

## IS THE INDUSTRY THAT MOVES THE WORLD.

Each year, the shipping industry transports nearly 2 billion tons of crude oil, 1 billion tons of iron ore (the raw material needed to create steel), and 350 million tons of grain. These shipments would not be possible by road, rail or air. Large volumes of other key products such as chemicals, refined fuels and manufactured goods are also shipped by sea.

To support world economies, shipping has developed highly sophisticated logistics chains delivering just-in-time parts and goods to manufacturers and consumers. Avocados, for example, are shipped from Chile to arrive in Europe just as they ripen.

In total 11 billion tons of goods are transported by ship each year. This represents an impressive 1.5 tons per person based on the current global population. Shipping's capacity to transfer goods and materials from where they are produced to where they will be ultimately consumed underpins modern life.

Here in Europe, shipping accounts for 80% of total exports and imports by volume, and some 50% by value.

The main types of ship that move cargos around the world are oil tankers, ore and bulk carriers, bulk and oil carriers, container ships, general cargo ships, ferries and passenger ships, as well as other kinds of vessels.

Crude oil is carried in oil tankers or in bulk and oil carriers. Petroleum products such as gasoline, kerosene, and lubricating oil are carried in specialised product tankers, while chemicals are transported in chemical tankers that have coated or stainless-steel tanks. Other specialised tankers may carry orange juice, wine, beer, vegetable oils, and liquefied gases. General cargo ships carry all manner of



all manner of manufactured materials. Specially designed, fully cellular container ships carry containers stacked sometimes nine deep in the holds and four or five high on deck hatches. An increasing amount of cargo is carried on roll-on/roll-off ships, which are designed with large, clear vehicle decks to transport trucks and trailers.

There are also very specialized vessels including car carriers, livestock carriers, heavy-lift ships, offshore supply ships, and Hovercraft. Specialized offshore supply boats supply offshore oil rigs. Cable ships lay and repair transoceanic cables.



Icebreakers (ships that are specially equipped to break the sea ice) open lanes for other ships through frozen waters. Icebreakers have also been instrumental in polar exploration.

By international law, any ship with space for more than 12 passengers is a passenger ship. These ships range from roll-on/roll-off ferries with passenger accommodations to luxurious cruise ships that travel around the world. Many of the first global cruise ships were former transatlantic ocean liners that had been adapted to cruising through the addition of swimming pools and significant accommodation decks for all of their passengers and crew.





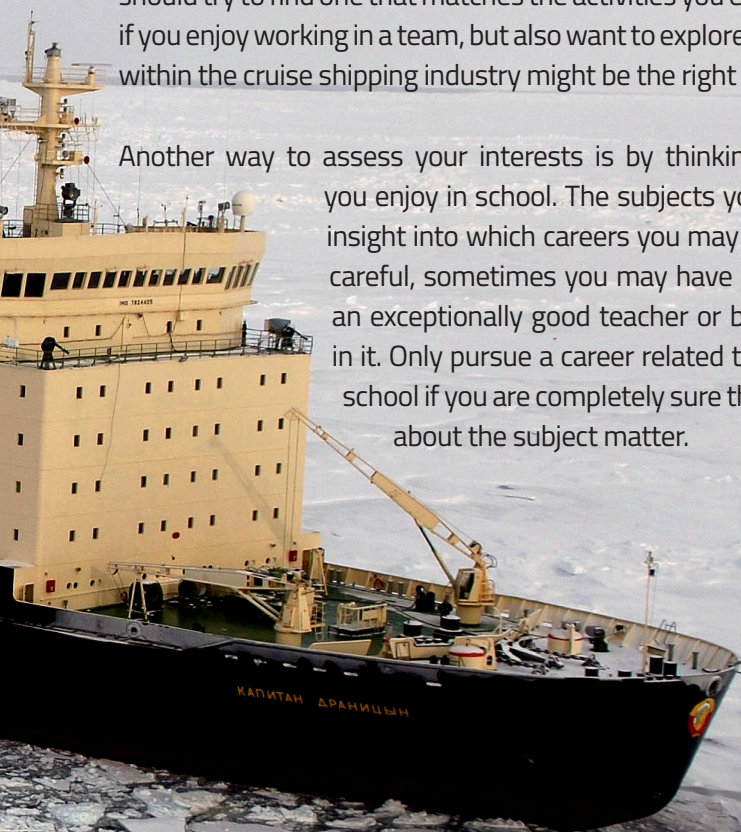
# INTRODUCTION

## CHOOSING THE RIGHT CAREER

How do you choose a career that gives you everything you want? You have to understand what your interests are, what skills you have, what goals you want to achieve, how to choose a career path, and where to get the right advice.

A good way to figure out what you are interested in is by thinking about your passions and hobbies. In today's world, there are thousands of careers and you should try to find one that matches the activities you enjoy doing. For example, if you enjoy working in a team, but also want to explore the world, then a career within the cruise shipping industry might be the right place for you.

Another way to assess your interests is by thinking about what subjects you enjoy in school. The subjects you enjoyed can give you insight into which careers you may be interested in. But be careful, sometimes you may have liked a class because of an exceptionally good teacher or because you had friends in it. Only pursue a career related to a class you enjoyed in school if you are completely sure that you were passionate about the subject matter.



Assessing your skills means making a list of all the things you can do. This doesn't necessarily have to be educational qualifications but can be things like soft skills and practical skills. For example, if you are good with your hands then you may have a potential future career in engineering. If you enjoy speaking with people you may have a future career in sales.

Spend some time researching those careers and add them to a list. Research each one to see whether it gives you the basic things that you want. For example, maybe a career in ship sounds sounds interesting but you don't want to spend time away from home.

**Here are a few ways to research potential careers.**

- Do an intensive internet search for what is required from that career
- Visit company websites and look at what kind of job progression you might have
- Look at job postings to see what requirements exist
- Talk to people in the industry to get a first-hand account of what it's like to have a job in that career.

**There are links to your national association at the back of this booklet.**

Knowing what you're interested in is important to find a career you are passionate about. Assessing your skills is important to find a career you can actually do or to figure out what kind of training you require.



Knowing your goals is important because it will give you the ambition and motivation to achieve success in the career that you choose.

- Do I want to explore the world and have interesting experiences?
- Do I want to help people?
- Do I want to work in an office?
- What kind of organization do I want to work with?

### **Future job checklist**

- Do I have a genuine interest in the career?
- Do I have the skills to be successful in your career?
- What further training or education do I need to be successful in my career?
- Does the career take advantage of my natural skills and talents?
- Do the career and job requirements match my personality?
- Does the career match my morals and values?

Most importantly, be honest with yourself about your priorities. Many people think that money will make them happy, but research has shown that passion and job satisfaction are much more important factors in happiness than money. If you are in school or university and are thinking about potential future careers this booklet is to help you identify if a career in the shipping industry is right for you.





# BREAKDOWN OF 25 SHIPPING AND SEA GOING ROLES







# CHARTERER

Charterers are directly responsible for keeping the world's shipping fleet in business. They make the match between the people who have cargoes to move, and the people who have space on their ships (or the whole ship) to transport that cargo. While some charterers own ships themselves, either on a leased or permanent basis, most charterers regularly hire ships, or space on ships, to move their goods, products and even passengers.

Ship charterers either liaise with intermediaries (ship brokers), or directly with ship owners to arrange the hire or charter of ships to get those cargoes to their clients by the most cost-effective and timely means. Ship charterers therefore

need to be in touch with the market to find the most suitable and cost-effective transport options.

Ship charterers will plan a voyage, calculate the costs involved, organise clearance and dispatch of ships, and handle ship and cargo-related documents. There is also a requirement to handle damage and insurance cases, should the need arise. Good communication and interpersonal skills are important for this role, while an analytical and proactive nature can also prove useful.





Ship chartering companies are a diverse group – ranging from the world’s largest oil companies, to mining concerns, international commodities traders and grain houses. They deal in almost every commodity – from raw materials such as iron ore, bauxite, grain and crude oil to highly refined products such as aviation fuel and petrochemicals.

If you enjoy solving problems and working with lots of different people – ***this may be the job for you!***

# CREWING MANAGER

Crew managers are responsible for coordinating people who work on ships. They are responsible for recruiting and training their people, managing budgets allocated to the funding of expenses related to crew activities, and making sure they have all documents and certificates in place. They are responsible for ensuring the vessels are manned by planning and overseeing qualified personnel. They communicate with the crew regularly, create a crew rotation schedule, work with fleet managers and training organisations to make sure they have the right people, with the right training on the right vessels at the right time!





To excel in this position, you will have to be a great leader and motivator. You have to know the vessel your crew works on from the inside out. Being organised and focused is important as well as being calm under pressure.

If you enjoy planning and working with lots of different people – ***this may be the job for you!***



# CRUISE SHIP HOSPITALITY

Guests on board cruise ships, ferries and superyachts expect excellent service, delivered by first class hotel operations personnel. Superyacht owners in particular will expect their interior crew's standards and experience to match their expectations, as well as their guests.

Roles vary depending on the size of the ship or yacht, but commonly require a broad base of skills and experience, including guest, housekeeping, butler and valet services, barista, bar and wine knowledge, laundry and wardrobe management and floristry.

A career path within the interior department will allow you to progress from a junior position to a managerial position with the right qualifications and training. Modern cruise ships and passenger ferries are run in a similar way to large hotels with a range of career options including hotel and catering, hospitality and support services are needed on board to service guests' requirements.

Specific roles vary from company to company but prior qualifications and experience in hotel, catering or hospitality work are generally necessary. In addition to the relevant qualifications and experience, you'll also need to have a bright personality, an efficient manner and a sincere commitment to providing top quality customer service.



In all these functions, you'll be providing services to passengers every day. As with all customer-facing roles, you'll be required to maintain high levels of customer service to ensure passengers fully enjoy their cruise or ferry experience.

**You can do all kinds of roles including:**

- Restaurant: Maître d'Hotel, waiting staff, wine stewards.
- Bars: bar manager, bar staff, cocktail waiters.
- Kitchen (galley): chefs, catering assistants.
- Entertainment: cruise directors, dancers, entertainers, DJs, casino staff.
- Shore excursions: managers, support staff.
- Health and beauty: hairdressers, beauticians, massage therapists, sports and fitness instructors.
- Support services such as: childcare assistant, youth staff, doctor, nurse, lifeguard, retail manager, retail assistant, photographer, florist, computer system/IT manager and computer technician.

Cruise and ferry companies, offer a wide variety of roles; most hospitality roles do not require specialised training and can be carried out by someone not nautically trained.

If you enjoy helping guests and meeting with people all over the world – ***this may be the job for you!***

# CRUISE SHIP HOTELMANAGEMENT

## **What is it like working on a cruise ship or passenger ferry?**

There are many different roles available on a large cruise ship, from the Ship's Captain, to mechanics, IT, passenger safety, vessel maintenance, and many more. Cruise ship crew life can mean extended periods of time away from home. With short trips on ferries which can be done from close to home, with shorter hours regular work life balance, and no living on the job.

The hotel director or Purser is responsible for management and administration on board ship, accounts and finance, personnel matters, passenger services and information services.

On a cruise ship, hotel staff takes care of the cleaning and upkeep of the areas used by passengers, such as cabins, dining rooms, recreation areas and bars. Members of the catering department work shifts to provide food and drink for the passengers and some crew.

## **You could work in the following areas:**

- hotel services manager or supervisor, concierge
- cabin steward or stewardess
- cleaner
- chef
- kitchen porter
- baker
- waiter or waitress
- restaurant manager
- bar person

If you enjoy working in a team and making customers (passengers) happy  
– **this may be the job for you!**





# DECK OFFICER

Working as a deck officer means you will be responsible for the navigation, manoeuvring and safe handling of the ship, communications between ship and shore, the handling and delivery of cargo, and the operation of all lifesaving devices. Deck Officers are often responsible for management of the crew, navigation using satellite and radar systems, managing and using communication systems, and supervising the safe loading, storage and unloading of cargo.

They can also be in charge of monitoring and supervising the maintenance of the ship's safety and firefighting systems and equipment, making stability calculations, record-keeping, and training. In essence, Senior Deck Officers handle the administrative, financial, legal and commercial matters relating to the ship, in comparison with the ship's master who has overall responsibility for operations.

The role of a deck officer is a vital job onboard a ship. As the highest-ranking deck officer, the Chief Officer (First Officer) will have the ultimate responsibility for the handling of cargo and the efficient running of the ship with the assistance of junior deck officers, all of whom have to be certified by examination after completing the appropriate qualifying sea time, this team keeps the ship and its crew safe, secure and in business.

As part of the deck department team, deck officers spend time on the bridge navigating the ship and out on deck where weather conditions can be dark and stormy, or beautifully warm and bright.



On-board, deck officers usually have their own internal cabin with en-suite facilities, and on larger ships they may have access to a gym and even a pool!

As work patterns for deck officers are in shifts for between a few weeks and several months at a time, deck officers spend long periods away from family and friends. However, holiday leave is generous in order to compensate for the time spent away from home.

### **What are the shore-based opportunities when I am ready to leave the sea?**

There are many opportunities for people with seafaring experience in ship management and other maritime-related occupations ashore.

#### **Opportunities include:**

- Ship management and fleet operations
- Surveying ships to check seaworthiness, for repair and maintenance purposes, to check cargo details
- Ports and harbour work
- Training the seafarers of the future
- Ship repair, marine equipment production
- Marine insurance, ship classification, maritime law and arbitration

There is a great demand for those with seafaring skills and experience!

If you enjoy adventure – **this may be the job for you!**

# ENGINEERING OFFICER

Engineering officers help the Chief Engineer in maintaining and operating all mechanical and electrical equipment on board. This includes control of the ship's engines, pumps and fuel systems, cargo handling equipment, lifts, computer-controlled engine management systems, refrigeration and ventilation systems, and sewage treatment and purifiers. Ships cannot function without the important work of the engineering department.

Engineering officers bring a number of skills to their roles, including problem-solving to diagnose faults in equipment, managing, monitoring, maintaining and adjusting equipment, and dismantling, repairing and reassembling equipment. While most of the working day is spent in the engine control room, Engineering officers are also required to work in the engine room of the ship which can sometimes be noisy, hot and claustrophobic. Shift patterns apply to Engineering officers, so that 24-hour maintenance coverage is available on-board; working patterns vary according to the type of ship.

The work expected of Engineering Officers varies depending on the rank of the officer. For example, an Engineer officer might be expected to manage the engine room and the engine room maintenance team, and oversee the training of engineers, while a more junior Engineer officer might be responsible for a certain piece of equipment, such as auxiliary generators.

Some Engineering officers specialise in maintaining and repairing navigation, communication and computer systems and are known as systems engineering or electro-technical officers.



Engineering officers are always in demand for a range of vessels, from tankers to containerships, while shore-based opportunities also exist in shipyards, ship management, surveying, the ports sector, and the yachting industry. Typical employers include shipping companies, cruise companies, port authorities and ship agencies, and the work is, by its very nature, truly international.

Starting a career as an Engineering officer is a technically challenging role that will put problem-solving skills to good use.

**Does this sound like the job for you?**



# FISHERIES

**There are lots of roles within the fisheries industry.**

Deckhands are responsible for day-to-day tasks such as equipment preparation, operating and repairing the fishing gear, cleaning chores, cooking, and handling and storing the catch. Deckhands are an integral part of any fishing crew

Captains of fishing vessels manage and supervise the vessel's crew and are responsible for the safe and efficient operation of the vessel. Many skippers will also share some deckhand duties, particularly on smaller vessels. They are responsible for all aspects of health and safety, as well as crew and vessel management. This includes the location and selection of fishing grounds, operation of fishing gear, vessel navigation, selection of fishing methods, management of business arrangements, and maintenance of all ship records and catch logs.

Engineers are responsible for maintaining mechanical and electrical equipment on the vessel, which includes propulsion equipment, steering equipment, and board pumping equipment.

Engineers will also use their extensive knowledge of health and safety and fishing vessel machinery to deal with engineering emergencies, and to oversee the maintenance and operation of the vessel's engine and machinery. This includes regularly testing steering equipment, operating all onboard pumping equipment, monitoring instruments and equipment, and diagnosing mechanical and electrical faults.

A career in engineering onboard a fishing vessel offers a fantastic opportunity to learn a technical trade in a thrilling and exciting environment.

If you enjoy accepting challenges and handling different engineering issues – ***this may be the job for you!***





# FREIGHT FORWARDER

Freight forwarders, acting as intermediaries between importers and exporters, find the most cost-effective way to move goods between countries. This is an active role, that requires excellent contacts in all the transport modes and a sound understanding of rules and regulations relating to the carriage of goods.

These cargo 'middlemen', can be employed as an export freight agent, moving goods out of a country on behalf of exporters or shippers, or an import freight agent, customs clearance agent or custom broker, bringing goods into the country on behalf of importers.

## **The Freight forwarder's role falls into four main areas.**

- the provision of a range of independent services such as packing and warehousing;
- giving distribution advice;
- acting as an agent to source transport space;
- acting as a principal to move goods across international frontiers.

Freight forwarders have excellent relationships with road, rail, air and shipping companies, allowing them to find and negotiate the best transport arrangements for customers, although in some cases, the freight forwarding company itself provides the service. They will be expected to select safe routes and carriers; negotiate contracts, transportation and handling costs; book the transport cargo space; arrange appropriate packing; deal with transport rates, insurance and schedules; make calculations by weight, volume and cost; prepare quotations and invoices, and prepare contracts.

Freight forwarders need to liaise closely with customers at all stages to advise them of costs and arrangements. A Freight forwarder may also organise the clearing of goods through customs, arranging the payment of duties and taxes, and organising the delivery of goods to the importer's premises.

Freight forwarders can work in small, single-office firms dealing with clients in their immediate local area or in a specific seaport, to global companies that have their own offices overseas and offer a wide range of worldwide services.

Many Freight forwarders today offer a range of services including warehousing, sorting, packaging and goods assembly. Some large export or import companies have their own freight forwarding staff, while others employ the services of specialist freight forwarding companies. Freight forwarding staff can also often find employment in the manufacturing sector at senior logistics management levels.

A Freight forwarder is an important link between cargo supply chain and logistics industry.

If you are a problem solver and have an analytical mind – **this may be the job for you!**

# HARBOUR MASTER

As the top authority in a port, the Harbour Master oversees the daily operations of these busy places. They ensure that ships safely navigate the area and balance the port's commercial business with the surrounding environment and the port's ecosystem. Harbour Masters are the authority in the enforcement of port, nautical, environmental, transport and security regulations pertaining to their port. They have the authority to permit ships to enter or leave the port, as well as control of ship movements in the port approach and in the port area.

Harbour Masters oversee vessel tracking and management systems, coordinate and plan port services – such as tugs, mooring, and pilots – be responsible for the safety systems, manage pollution and emission controls, and control security of the port.

The role of a Harbour Master can vary depending on the different types of organisations operating within the port area. In smaller ports, the Harbour Master might be the only employee of the port and would need to cover a wide range of functions, whereas in a larger port the Harbour Master would potentially manage vessel movements, the environment, hydrographic survey vessels, and/or leisure activity.

Harbour Masters can take up positions at any of the 1,000s of commercial ports around the world. Wherever the Harbour Master chooses to work, knowledge of the environment local to the port is essential, as is knowledge of the local, regional and international rules and regulations on port operations. Starting a career as a Harbour Master is an opening in the exciting onshore cargo handling industry.





As world trade continues to grow, there has been a constant stream of new ports starting up around the world that require experienced Harbour Masters. Most Harbour Masters start their maritime career at sea and move to the onshore role of Harbour Master after reaching the level of captain.

While the job can be administrative in nature, Harbour Masters can be out on the docks in all weather conditions and can be expected to work unsociable hours as and when required. However, the diversity of the job keeps this role exciting and rewarding.

If you have good management skills and willing to make changes, this is the **job for you.**

# HYDROGRAPHIC SURVEYORS

Hydrographic surveyors take charge of the measurement, mapping and study of the world's seabed. Without their work, navigation, dock installations, offshore engineering, port construction, and dredging operations would be difficult, if not impossible to undertake.

Hydrographic surveyors work in a range of watery environments, from inland waters and rivers to ports and the deep oceans in living and working environments that can be cramped and uncomfortable.

Offshore you can be expected to spend long periods living away from home and regularly work unsocial hours determined by tides and daylight. Onshore Hydrographic Surveyors keep more normal working hours, although on-call duties mean that weekend work is sometimes a necessity.

You will use precise positioning, data acquisition and processing to measure and map the world's underwater surfaces for a number of end uses. These include the production of charts for navigation, dredging, and locating offshore oil and gas resources. Hydrographic surveyors use technical software, global positioning systems, and sonar and echo sounders to provide data for the production of nautical charts and maps. They may also use remotely operated and autonomous underwater vehicles to gather data in deep oceans. Specialised technical software and geographical information systems are employed to manage the processing and presentation of data.



Beyond the technical side of the role, Hydrographic surveyors need to be able to deal directly with clients, produce reports, and be willing to work in a wide range of different situations and applications.

If you have attention to detail and enjoy science, **then this job could be for you!**



# INSURANCE

Marine Insurance covers the insurance of ships or their cargo against specified causes of loss or damage that might be encountered at sea as well as the journey of the cargo over land at each end of the voyage.

Marine Insurers protect against the risks associated with moving cargoes and ships around the world and are vital to the efficient running of all the shipping business.

Marine Insurers cover four main areas around the loss and damage of ship cargoes, terminals, ships and their property;

- Marine Hull Insurance
- Marine Liability Insurance
- Marine Cargo Insurance
- Offshore/Energy

To be able to make informed decisions on which cover to insure, Marine Insurers will examine documents to determine the degree of risk of the application. Risk factors can range from the condition and value of the vessel, all the way to weather events and environmental impacts.

So, if you have a good attention detail and interested in current affairs, **this is the job for you.**





# MARINE SURVEYOR

Marine surveyors provide expert consultation within the shipping industry on the condition, construction and damage of ships, and the stowage and transportation of cargoes. They can also assess values for insurance claims, appraisals for sale, and be asked to give evidence in legal cases.

This expert knowledge is rarely something that can be learned from textbooks alone and marine surveyors generally have extensive first-hand experience in their field. This experience can come from time spent working at sea, supervision of shipyard work, or field inspection experience with Classification Societies.

A marine surveyor could expect to undertake inspections of ships for the purpose of classification, evaluate ship designs, offer technical advice on the design and production of ships, and undertake statutory ship surveys as part of port state or flag state control inspections. The marine surveyor will inspect ships to ascertain the condition of the hull, machinery, and equipment.

The Marine surveyor may also observe operating tests on machinery, equipment and cargo gear for compliance with testing standards and can issue or endorse certificates confirming compliance. After surveys have been completed, the Marine Surveyor will prepare reports on the types of surveys conducted, recommend actions and repairs, or conditions remedied, and will submit that report to the client.

Classification Societies are the largest employers of marine surveyors, but you can also work in shipyards and ports. Insurance companies and government agencies rely upon classification societies to inspect and survey vessels for evaluation of structural and mechanical integrity. Work as a Classification society marine surveyor requires extensive knowledge of ship construction and engineering, and usually involves frequent travel.

A Marine Surveyor draws on industry experience to ensure that the ships in our seas and oceans are safe and protected

If you have good at observing things and willing to learn - **this is the job for you..**





# MARITIME EDUCATOR

Maritime educators draw on their expert knowledge and experience of the shipping industry to engage those looking to learn more about the business through preparing lectures, developing teaching materials, delivering lectures and feedback, and working with professional bodies industry, schools and parents.

Maritime educators can easily fit in a shipping-related course at a general university as well as specialist nautical colleges or universities. Dedicated maritime centres of learning are generally found at or near to major ports or shipping centres of the world, giving an experienced maritime educators the option of travel to deliver lectures to international learning centres.

As well as academic institutions, maritime educators are also in demand from commercial organisations, who will often employ experts with educational experience to develop programs for training and educational needs.

Maritime educators deliver the specialist learning essential to the development of the shipping industry through what can be a rewarding and exciting role. If you would like a career helping others and influencing the next generation, **this is the job for you!**





# MARITIME LAWYER

Any problem related to an incident or situation at sea, on a waterway or during the voyage of a ship will likely require the services of specialist legal professionals. Maritime lawyers are employed to protect and advance the legal rights of one of the parties involved in the incident and will ensure that any issues regarding maritime law are dealt with fairly in the courts.

More often than not, a maritime lawyer will deal with maritime law that includes injuries. Seafarers are given special protections and benefits under maritime law above and beyond those of land workers because of the special nature of their work. Maritime lawyers can also help draft or design, interpret, and enforce international legislation that governs various aspects of the maritime industry, including safety aboard ships and pollution from vessels.

An average working week for a Maritime Lawyer can cover a variety of different cases ranging from checking paperwork for the loading and unloading of a ship, to courtroom battles for criminal negligence cases. Maritime lawyers give advice and representation support to clients in shipping matters under a workload traditionally split into two areas:

The 'dry' area includes advice on charter-parties, insurance policies, and ship building, repair and conversion contracts, and disputes arising from contracts.

'Wet' work includes giving advice on rights and liabilities, and disputes arising from casualties, ship arrests, marine pollution, salvage, and accidents.

Maritime lawyers can be found in local or international law firms, in shipping companies or petro-chemical companies with in-house legal advisers. Protection & Indemnity clubs and international maritime organisations may also employ Maritime Lawyers.

A thorough understanding of international, national, and regional maritime law is essential for this role. Some Maritime Lawyers chose to specialise on distinct areas of maritime law, for example Maritime Tort Law, which covers cases where injury, loss or damage is caused to a person or their interests by another party's action or negligence.

A career as a Maritime lawyer views the maritime industry from a different standpoint, giving job satisfaction to those who seek justice at every turn. Ships travel to all parts of the world so maritime law is international in nature and positions are available around Europe, and worldwide. **Does this sound like a job for you?**

# MASTER/CAPTAIN

As the Master of a ship, you have the ultimate responsibility not only for the safety and security of your ship, but also of its passengers, crew and the cargo. As the ship owner's representative and effectively the vessel's general manager, the Master's purpose is vital.

It is a demanding role, usually requiring time away from home on the ship, during which time the Master is on call 24 hours per day, seven days per week, Sundays and holidays.

To counter such an intense workload, paid rest periods are usually in the region of 12 weeks between sea voyages, however, this varies widely from company to company, based on your contract.

The Master's duties and responsibilities are many, varied and extensive. The Captain maintains a safe operation through continual monitoring and maintaining procedures for fire hazard and damage control requirements. They make sure that national and international codes of conduct are observed in guiding sea transportation, and is responsible for the budgets and expenses pertaining to the ship.

In practice, many tasks and duties are delegated to other officers onboard so the Master's role is a management role with some administration.

You can work for shipping companies, cruise companies, port authorities or ship agencies, and the work is, by its very nature, truly international. Positions are available on a range of ships, including containerships, tankers, cruise ships, ferries and tugs.





Starting your career as a Master of a ship is a life journey which will take you around the globe and allow you to uniquely experience our world. There are a variety of entry routes depending on your academic qualifications. The progression to Master normally follows periods of service as Third, Second and Chief Officer. You will follow a structured training course with some of your study time at a maritime college followed by periods at sea.

If you have good at leader and able to work under pressure, **this is the job for you.**

# PORT AGENCY

Ship owners and charterers cannot be present at every port their ship dock at, or watch over every deal secured for employment; there simply isn't enough time if they want to build their business. But, as you would expect, they need people to manage the day-to-day operations of these valuable assets. Port agents are people who look after this business on behalf and under the direction of a ship owner or charterer.

An agent's remit can be extremely varied and often agents specialise in one field of expertise, the most common of which are liner agency and port agency, although agents can be found in freight forwarding, haulage, and warehousing. Agents' expertise allows them to advise on and handle all types of cargo including containers, conventional, break-bulk and roll on-roll off.

Jobs they might be asked to perform include securing ship supplies, arranging crew changes, maintenance and repairs, husbandry, berthing, customs documentation and formalities.

When a ship calls at a foreign port, the ship owner or charterer will want to ensure that the visit goes according to plan. The port agent will do everything within their power to make sure that this happens on behalf of the ship owner or operator. For example, if there are language issues, the port agent will ensure that they are overcome; if there is paperwork to be filled in, the port agent will make sure it is perfect; if port services are needed for the ship call, the port agent will book them; and he/she will make sure the berth and stevedores are ready for the ship at its allotted time.



The port agent will be one of the first person aboard the ship when it arrives, bringing mail, perhaps local currency, and in return they will be given a list of demands from the crew, such as marine fuel and lubricants, engine room spare parts, and fresh provisions. Then, when the ship leaves, the port agent will be responsible for tallying up all the costs that have been incurred during the visit for the ship owner's account.

Thinking on your feet and looking after people ... **is this a job for you?**



# PORT OPERATIONS MANAGER

A wide range of cargoes, each with their own specific handling and storage requirements, pass through the world's ports and terminals every day. The port operations manager is responsible for the smooth transition of that cargo, so that it reaches its destination on time. To perform this role, the port operations manager will need to be in close contact with a range of industry groups, such as customs and quarantine, stevedores and shipping lines.

The port operations manager normally works office hours Monday to Friday but can be on call to attend to any problems or emergencies outside of those hours.

And while the role is predominately desk-based, the port operations manager will spend time in the port and out of the port at managerial meetings.

The port operations manager is responsible for the efficient use of port facilities and resources with specific responsibilities for health and safety and security. Some roles that the port operations manager takes charge of include managing vessel loading and discharge, managing safety, managing staff, and liaising with customers and other port users.

As a key port role, port operations managers can work in any European port. Port operations managers will often be specialised in one type of cargo which may limit the potential employment market. Port operations managers can look for jobs with international port operators, private port companies and at government operations. A port operations manager has to be organised and capable of juggling tasks under pressure.

**Would you like to do this job?**



# SHIP BROKER

Ship broking is an exciting and potentially financially rewarding career, with options to work at ship broking companies around the world. Acting as an intermediary, a Ship broker negotiates and attempts to seal a deal between shipowners and charterers or the buyers and sellers of ships in return for a commission payment.

The dynamic nature of the business means that ship brokers must be in touch with the market, so that they are well positioned to close a contract between two parties when the opportunity arises. Working hours can be demanding with ship brokers expected to be alert to the different trading zones of Asia, Europe and the Americas. They may also have to commit to on-call periods out of office hours to ensure the 24/7 coverage needed in this fast-moving and competitive industry.

Ship Brokers will be expected to provide clients with a wide range of market intelligence and advice, initiate deals with potential clients, negotiate and finalise the terms of a contract or sale, and follow the deal through to its conclusion.

Ship brokers are most often found in the chartering market, where they act as a middleman between ship owners and charterers, but ship brokers can also be found in the sale and purchase market, negotiating between buyers and sellers of ships.



Ship brokers in the sale and purchase market see fewer deals than their chartering counterparts, but to balance that, earnings for sale and purchase ship brokers are generally higher.

Ship brokers can be employed by specialist ship broking firms, of which there are many around the world, by major shipping companies that employ in-house Ship Brokers, or by chartering companies. Within shipbroking, roles can be broken down into a number of sub-specialties, for example dry cargo chartering, tanker chartering, sale and purchase of ships, liner agency, port agency and ship management.

Many employers take on recruits that are new to shipping and to ship broking, and put emphasis on work-based training. There are also shipping-related degrees available in many international universities and colleges that will give a good grounding in shipping business, and professional qualifications are available for ship brokers.

In terms of geographic location, Ship Brokers are not tied to just ports or coastal areas. European shipping service centres, such as London, Hamburg, Athens and Oslo, all have ship broking companies to cater for chartering and sale and purchase brokers. A ship broker, working in this highly competitive business, will have good negotiation skills and personal drive.

So if you are competitive, and like thinking on your feet, shipbroking **is the job for you!**

# SHIP CARGO PLANNER

A ship arriving at a port may be loading tons of cargo, discharging tons of cargo, or supplementing cargo that is already loaded on-board. And it is crucial for stability and safety that any loading or discharging is done in the correct way, otherwise there is a risk of harm to the ship, to its crew and to port operatives. A ship cargo planner essentially ensures that the goods and cargoes loaded or uploaded from a ship reach their end destination in the correct state. For container ships, planning container positions gives the added benefit of maximising space on the ship and minimising the ship unloading time at the next port of discharge.

Ship cargo planners have to think about assessing loading/discharging suitability of the ship, allocating quay handling equipment, organising adequate storage if needed, and communicating with port operatives to assign destinations for the cargo.

Ship cargo planners are also proficient in computer systems and usually use sophisticated cargo planning software to remove the risk of planning errors. Ports and terminals offer the most employment opportunities for Ship cargo planners, although positions are also available in major shipping companies and some ship agencies.

Ship cargo planners also need to be aware of the different properties of cargoes, for example heavy containers should be positioned at the bottom of the stack, while liquid cargoes need to be held in tanks to reduce the free-flowing surface of the cargo which could lead to ship instability.



Ship cargo planners must take the working loads of the ship structure into account, and adhere to international safety codes for cargoes, if applicable. A Ship cargo planner may also coordinate vessel schedules.

A Ship cargo planner performs a really important role in the safe and secure stowage of cargo to protect both people and ships.

If you enjoy using technology to solve problems, **this is a job for you!**

# SHIP MANAGER

Operating ships is a highly specialised role, which today is more commonly performed by third party ship managers than the ship owner itself. Ship managers do not generally own ships; instead, they agree a contract with ship owners to efficiently operate, manage and maintain their fleet.

Ship Managers can simply provide a crew for the ship but also full management which will include commercial operations, organising insurance, purchasing stores, technical maintenance, as well as crewing the ships. Ship managers will also be expected to provide ship owners with regular financial and technical reports on the ships under management. The ship managers fee will vary according to the level of management the ship owner requests.

Third party ship management companies operate around Europe, although there is a large concentration in Cyprus. Competition between ship management companies is fierce, which encourages innovation and provides career opportunities for hard-working ship managers.

Being a ship manager means you will have a varied role, right at the centre of the shipping industry. **Is this the job for you?**







# RATING

Ratings is a general term for skilled seafarers who carry out support work for officers in all departments. The work involves a wide range of tasks essential to the safe operation and maintenance of the ship.

**Deck Ratings** steer the ship, keep watch and assist the Navigation (Deck) Officer in a range of navigational, operational and cargo duties. In port, you would secure the ship to the dock, carry out maintenance and contribute to the security of the vessel.

**Engine Room Ratings** are responsible for maintaining shipboard machinery through routine oiling, greasing and servicing, stripping, repairing and fitting equipment parts and assisting engineering officers monitor the smooth and safe running of the main plant (ship's engine) and other essential equipment.

**Catering, Hospitality and Onboard Services Ratings** perform a variety of jobs in the ship's kitchen, restaurants, bars and mess rooms (crew canteen and social space). On passenger vessels, they sort bedding and upkeep passenger accommodation.

As a rating you are required to meet minimum standards of medical fitness, minimum age (if designated with watch-keeping duties), competence (if designated with watch-keeping duties), and seagoing service time (if designated with watchkeeping duties). Ratings who are not assigned watch-keeping duties or those still undergoing training are not required to hold watch-keeping certificates.



## **Certificates:**

What certificates you require as a rating, depends on the function you perform and the type of ship you are serving on.

## **General requirements for ratings:**

Ratings fall under three general categories; those forming part of a watch (deck or engine), those who are not assigned watch-keeping duties, and those undergoing training. As a rating you are required to meet minimum standards of medical fitness, minimum age (if designated with watch-keeping duties), competence (if designated with watch-keeping duties), and seagoing service time (if designated with watchkeeping duties). Ratings who are not assigned watch-keeping duties or those still undergoing training are not required to hold watch-keeping

## **Certificates.**

All other certification requirements for ratings depend on the functions performed on board. What certificates you require, depending on the function you perform and the type of ship you are serving on. If you want to know the exact standards of competence you should meet, consult chapters II (master and deck department), III (engine department), IV (radio personnel), V (training requirements for personnel on certain types of ships), VI (emergency, occupational safety, medical care and survival functions) of the STCW Convention. These chapters should be read in conjunction with the respective section of part A of the STCW Code.

## **Ratings assigned watch-keeping duties:**

Ratings forming part of a watch (deck or engine) need to be specifically certified for this function. If you are part of a navigational watch, you need to hold a certificate known as 'rating forming part of a navigational watch' certificate. On the other hand, if you are part of an engineering watch, you will need to hold a certificate known as 'rating forming part of an engineering watch' certificate.



To obtain these certificates you need to show that you are competent in the functions set out in the following paragraphs.

You can find the complete version of these in the STCW Convention under section A-II/4 for deck personnel and A-III/4 for engine personnel. Seafarers who have the appropriate competencies to become able seafarer deck or able seafarer engine under the new provisions II/5 and III/5 must first have become proficient watchkeepers. However if you served for a period of not less than one year as a rating in the relevant capacity before the convention came into force for the administration issuing your certificate then you may be considered to meet the competence requirements and will be certified accordingly, without needing to undergo any further training. The above may also apply to integrated ratings under the new provisions of VII/2.4.

### **Ratings forming part of a navigational watch:**

You should meet the competence requirements stated below. These do not apply to ratings on ships of below 500 gross tonnages. You must be able to:

1. Steer the ship and comply with helm orders issued in English (covers the use of magnetic and gyro compasses, helm orders, change over from automatic pilot to hand steering device and vice-versa).
2. Keep a proper look-out by sight and hearing (covers the responsibilities of a look-out including reporting the approximate bearing of a sound signal, light or other object in degrees or points).
3. Contribute to monitoring and controlling a safe watch (covers shipboard terms and definitions, use of internal communication and alarm systems, have the ability to understand orders and to communicate with the officer of the watch in matters relevant to watch-keeping duties, be familiar with the procedures for the relief, maintenance and hand-over of a watch, the information required to

maintain a safe watch and basic environmental protection procedures).

4. Operate emergency equipment and apply emergency procedures (covers knowledge of emergency duties and alarm signals, knowledge of pyrotechnic distress signals, satellite EPIRB's and SARTS, avoidance of false distress alerts and action to be taken in the event of accidental activation).

### **Ratings forming part of engineering watch:**

If you are part of an engineering watch you should meet the competence requirements stated below. The requirements are the same as for STCW-95. They do not apply to ratings on ships of below 750kW in propulsion power.

You need to be able to:

1. Carry out a watch routine appropriate to the duties of a rating forming part of an engine room watch, and communicate effectively in matters related to watch-keeping duties (covers terms used in machinery spaces and the names of machinery and equipment, engine-room watch-keeping procedures, safe working practices in engine-room operations, basic environmental protection procedures, use of internal communications systems, engine room alarm systems, and ability to distinguish between the various alarms with special reference to fire extinguishing gas alarms).

2. Keep a boiler watch and maintain the correct water level and steam pressure (covers safe operation of boilers).

3. Operate emergency equipment and apply emergency procedures (covers knowledge of emergency duties, escape routes from machinery spaces, familiarity with the location and the use of fire fighting equipment in machinery areas)



# SHIPPING FINANCE

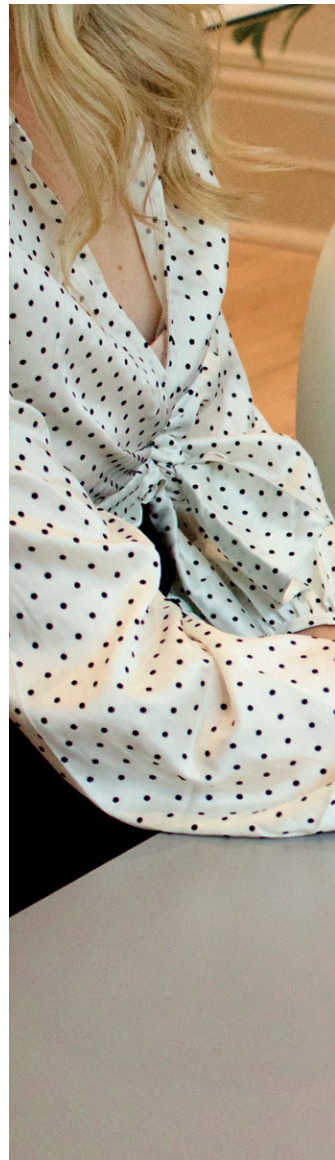
Shipping bankers offer specialised financing services to maritime companies, which can include corporate finance, debt, merger and acquisitions, and advisory and risk management solutions. They understand the intricacies of the maritime industry and the complex financial structure available to shipping companies. In this office-based role, you will source financing tools according to the clients' needs, be that for the sale or purchase of a ship, cargo purchase, or for shipping company acquisitions.

Ship bankers need to be able to analyse financial statements, generate cash flow projections and demonstrate excellent credit sense to assess the multitude of risks involved.

They will also need to know their client's history, management team, growth strategy, asset deployment, and capital expenditure plan to be able to offer the most suitable products.

Financial institutions and banks that offer ship financing as a service are the most obvious employers for ship bankers, although some larger maritime companies may also have openings. Ship bankers keep the financial wheels of the maritime industry well oiled.

If you enjoy analytical work and have a flair for numbers, **this is the job for you!**







# STEVEDORE

Stevedores handle cargo at ports all over Europe, often using materials - handling machinery and gear. They load and unload ships at docks and transfer cargo to and from storage areas or other transports, such as trucks and barges. The concentration of jobs is at the large ports on the coasts, and experienced skilled workers hold most of the positions.

Although parts of piers are covered by sheds, many stevedores must be outdoors much of the time, including in bad weather. Working around materials-handling machinery can be noisy. At times, hours may be very long, such as when it is important that a lot of cargo be moved on and off piers quickly.

The trends toward automated materials-handling processes and containerizing cargo are moving quickly. In the future, fewer people may be hired for manual loading and unloading tasks, and the stevedoring workforce will be highly skilled, well trained, and be very technology focussed.

If you like technology and problem solving as well as having a good attention to detail – **this is the job for you!**



# TUG MASTER

Tug Masters use very powerful boats to assist ship movements in ports and harbours. While small in size, tugboats are extremely forceful watercraft, and their handling takes much skill. Added to that, the tug master must have detailed knowledge of the waters they work in to avoid incidents. The nature of the job means that tug masters can expect to work in all weather conditions often in shift patterns, and when tug masters are on shift, their working hours can be long and irregular.

Tug Masters working in port can be called on to assist with berthing or unberthing of ships, or to guide a ship through perilous or difficult waterways. Working closely with port authorities, Masters and Pilots, the port tug master will usually head out to meet the ship at sea to attach a line before skilfully guiding it to its berth.

In Europe tugs can be used to push long trains of barges on rivers and inland waterways, while ocean going tugs can be involved in salvage, rescue, firefighting, and pollution prevention. Tug masters can also be involved in helping ships in distress or towing oil rigs.

Some ports are introducing new tugboats that are smaller, more powerful and more technically advanced to cope with the trend of bigger ships calling at European ports.

Tug Masters usually have a seafaring background along with Officer or Master level experience at sea, however in many ports you can access local qualifications to work in your local port.

Do you enjoy being on the water? **This valuable and impressive job might be for you!**





# VESSEL TRAFFIC CONTROLLER OFFICER

A Vessel traffic controller is responsible for the coordination of ships within the port or harbour. They work to avoid collisions or incidents by managing movements from a port control centre. To help them meet this goal, Vessel traffic controllers are well versed in the use of computerised Vessel Traffic Management systems. Working shifts to cover the 24-hour, seven days a week demands of the role, Vessel traffic controllers may also offer traffic information and arrange for launches to take pilots out to ships.

The size of the port, and consequently the number of ship movements have a bearing on the number of tasks expected of the vessel traffic controller. However, vessel traffic controller will generally operate radar and radio equipment, make use of nautical charts to record a ship's current position, plot courses, and forecast traffic flows.

Communication is key to successful vessel traffic control, and operators will be in contact with the ship's master, the coast guard, shipping agents, port/terminal operators, and meteorological offices. The vessel traffic controller must also be able to handle emergency situations as the port control centre is the communication hub in any emergency.



Vessel traffic controllers are generally employed directly by port authorities. Most openings request knowledge of port operations including approaches,, channel and port facilities, and shipboard experience is often desirable.

Vessel traffic controllers keep the busy channels and entrances to the world's ports free of incidents through good planning and communication.

**Does this sound like you? This maybe your next role in coming future.**

# ECSA LOCAL CONTACTS



## **Belgium**

Royal Belgian  
Shipowners' Association  
<https://kbrv.be/>  
Ernest Van Dijckkaai  
8, B-2000 Antwerp –  
Belgium  
+32 3 232.72.32  
[info@brv.be](mailto:info@brv.be)



## **Bulgaria**

Bulgarian  
Chamber of Shipping  
<http://bcs.bg/en>  
1, Primorski Blvd., 9000  
Varna  
+359 683 119, +359  
887819806  
[shipowners@mail.bg](mailto:shipowners@mail.bg)



## **Croatia**

Croatian Register  
of Shipping  
<https://www.crs.hr/>  
Marasovića 67;  
P.O.B. 187  
21000 SPLIT  
CROATIA  
[info@crs.hr](mailto:info@crs.hr)  
+ 385 21 408 111  
+ 385 21 358 159



## **Republic of Cyprus**

Joint Cyprus  
Shipowners' Association  
P.O. Box 56607  
3309 Limassol

## **Cyprus**

[jcsa@jcsa-cy.org](mailto:jcsa@jcsa-cy.org)  
+357 25360717  
+357 25358642



## **Denmark**

Danish Shipping  
<https://www.danishshipping.dk/>  
Amaliegade 33  
1256 Copenhagen K.  
Denmark  
[info@danishshipping.dk](mailto:info@danishshipping.dk)  
+45 33 11 40 88



## **Estonia**

Estonian  
Shipowners' Association  
Association Kopli 101  
11712 Tallinn  
Estonia  
[reederid@hotmail.ee](mailto:reederid@hotmail.ee)  
+372 613 5528



## **Finland**

Finnish  
Shipowners' Association  
<http://www.shipowners.fi/etusivu>  
Aleksanterinkatu 44  
00100 Helsinki  
Finland  
[info@shipowners.fi](mailto:info@shipowners.fi)  
+358 40 5476762



## **France**

Armateurs  
de France

[http://www.](http://www.armateursdefrance.org/)

[armateursdefrance.org/](http://www.armateursdefrance.org/)  
Rue de Monceau 47  
75008 Paris  
France



## **Germany**

Verband  
Deutscher Reeder  
<http://www.reederverband.de>  
Burchardstr. 24  
20095 Hamburg  
Germany  
[vdr@reederverband.de](mailto:vdr@reederverband.de)  
+30 210 429 11 59



## **Greece**

Union of Greek  
Shipowners  
<http://www.ugs.gr>  
Akti Miaouli 85  
18538 Piraeus  
Greece




## **Ireland**

Irish Chamber  
of Shipping  
c/o Quality Freight Ltd  
Port Centre Alexandra  
Road  
Dublin 1  
Ireland  
[eakeane@irishcos.com](mailto:eakeane@irishcos.com)  
+353 1 8366233



 **Italy**  
Confederazione  
Italiana  
<http://www.confitarma.it>  
Armatori Piazza S.S.  
Apostoli 66  
00187 Roma  
Italy  
[comunicazione@confitarma.it](mailto:comunicazione@confitarma.it)  
+39 06 674811

 **Lithuania**  
Lithuanian  
Shipowners  
<http://www.llsa.lt>  
Sauliu 19  
92233 Klaipėda  
Lithuania  
[Isa@klaipeda.omnitel.net](mailto:Isa@klaipeda.omnitel.net)  
+370 46 219 416


 **Luxembourg**  
Fedilshipping  
<http://www.fedil.lu>  
Hôtel de la Chambre de  
Commerce  
7, Rue Alcide de Gasperi  
1304 Luxembourg –  
Kirchberg  
Luxembourg  
[fedil@fedil.lu](mailto:fedil@fedil.lu)  
+352 423 118

 **Malta**  
Malta  
International  
Shipowners' Association  
Exchange Building  
Republic Street

Valletta VLT 1117  
Malta  
[ships@maltanet.net](mailto:ships@maltanet.net)  
+356 2122 8193

 **Netherlands**  
Koninklijke  
Vereniging van  
Nederlandse Reders  
<http://www.kvnr.nl>  
Boompjes 40  
3011 XB Rotterdam  
Netherlands  
[kvnr@kvnr.nl](mailto:kvnr@kvnr.nl)  
+31 10 414 60 01

 **Norway**  
Norwegian  
Shipowners' Association  
<https://www.rederi.no>  
Rådhusgaten 25  
Box 1452 Vika  
0116 Oslo  
Norway  
[post@rederi.no](mailto:post@rederi.no)  
+47 22 40 15 00

 **Portugal**  
Associacao de  
Armadores da Marinha  
de Comercio  
Rocha de Conde  
D'obidos  
Edifícios Da Gare  
Maritima 2° Piso, Sala  
B, Cais de Alcântara  
1350-352 Lisboa  
Portugal  
[assamc@sapo.pt](mailto:assamc@sapo.pt)  
+351 2 1 393 27 20

 **Slovenia**  
Slovenian  
Association of  
Shipowners  
[slovenia@shipowners.si](mailto:slovenia@shipowners.si)  
Obala 55  
6221 Portoroz  
Slovenia

 **Spain**  
Asociacion de  
Navieros Espanoles  
<http://www.anave.es/>  
Dr. Fleming 11 – 1° D  
28036 Madrid  
Spain  
[info@anave.es](mailto:info@anave.es)  
+34 91 458 00 40

 **Sweden**  
Swedish  
Shipowners' Association  
<http://www.sweship.se>  
Östra Larmgatan 1  
411 07 Göteborg  
Sweden  
[srf@sweship.se](mailto:srf@sweship.se)  
+46 31 384 75 09

 **United Kingdom**  
UK Chamber  
of Shipping  
<https://ukchamberofshipping.com/>  
30 Park Street  
London  
SE1 9EQ  
020 7417 2800  
[query@ukchamberofshipping.com](mailto:query@ukchamberofshipping.com)



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