

Job Title: Senior Principal Surveyor

Job Group: 4

Department: Survey Unit,
Marine Division

Report to: Deputy Director of Marine

**Qualification,
Skill and
Experience**

- Holder of a valid Certificate of Competency (CoC) Class 1 (Deck or Engine) recognized by the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam;
- Minimum of eight (8) years working experience in maritime and port industries or in related field;
- Extensive understanding of Brunei Darussalam Maritime and Ports Orders, Regulations and knowledge of Brunei Darussalam waters;
- Practical and theoretical knowledge of hull, machinery, materials, equipment and safety systems of ships;
- Have an internal auditor qualification such as ISM, ISPS, MLC or become a member of the Nautical Institute or equivalent institute will be an added advantage.

**Job
Description**

- To assist the Deputy Director of Marine in organizing the Survey Unit of the Marine Department
- Responsible to conduct ship survey and marine examination;
- To ensure that the Authority meet its statutory responsibility for inspecting, surveying and licensing of vessels
- Responsible for providing advice, reports and briefings to the Authority, other government senior management and Ministers on all matters relating to maritime transport, maritime safety and the provision of marine and port services and facilities;
- Provide technical support and advice at internal and external (e.g. IMO, IALA, IMSO, ILO etc) meetings and working groups associated with their areas of responsibility;
- Responsible for both internal and external stakeholders including compliance and enforcement arms, Government, Ministerial and the Authority;
- Develop and implement strategies to improve and promote a positive safety culture within the maritime industry;
- Provide expert advice on the implementation of safety management systems in the domestic vessel industry in accordance with best practice and legislative requirements;
- Responsible for ensuring that domestic and international shipping in Brunei Darussalam is operating in accordance with the regulatory framework administered by MPABD;
- Effectively deal with manning and crewing enquiries, and assess operational related exemption requests and enquiries within the guidelines of legislation and provide professional advice on issues raised by internal and external stakeholders;
- Inspecting vessels to monitor industry compliance with the maritime safety regulatory framework including preparation of technical and incident investigation reports;
- Issuing certificates of competency to seafarers and licences to pilots and pilotage providers;
- To undertake any other tasks or responsibilities as assigned by the Authority from time to time.

Job Title: Principal Surveyor

Job Group: JG 5

Department: Survey Unit,
Marine Department

Report to: Senior Principal Surveyor

**Qualification,
Skill and
Experience**

- Holder of a valid Certificate of Competency (CoC) Officer in Charge of Deck Watch (ONW) or Engine Watch (OEW) recognized by the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam;
- Minimum of five (5) years working experience in maritime and port industries or in related field;
- Good understanding of Brunei Darussalam Maritime and Ports Orders, Regulations and knowledge of Brunei Darussalam waters;
- Practical and theoretical knowledge of hull, machinery, materials, equipment and safety systems of ships;
- Have an internal auditor qualification such as ISM, ISPS, MLC or become a member of the Nautical Institute or equivalent institute will be an added advantage.

**Job
Description**

- Able to conduct ship survey and marine examination;
- Assist senior management in providing advice, reports and briefings to the Authority, other government senior management and Ministers on all matters relating to maritime transport, maritime safety and the provision of marine and port services and facilities;
- Assist senior management in providing technical support and advice at internal and external (e.g. IMO, IMSO, ILO etc) meetings and working groups associated with their areas of responsibility;
- Assist senior management in ensuring the availability of safety measures and standards on Brunei Darussalam registered vessels and/or boats and seafarers based on national standards and international developments;
- To ensure vessels are maintained in good condition, operated safely by people with the required skills, and that cargoes are handled and stowed appropriately to ensure safe transit;
- Contributing to the ongoing development and refinement of the maritime safety regulatory framework;
- Undertaking educational and engagement activities to promote safe vessel operations, seafarer safety and seafarer welfare;
- To inspect and prepare the technical reports for the vessels involved in any accidents and/or incidents occurred within Brunei waters;
- Develop and apply communication strategies to engage with maritime Industry stakeholders;
- To undertake any other tasks or responsibilities as assigned by the Authority from time to time.

Job Title: Senior Port Superintendent

Job Group: JG 5

Department: Port Services Department,
Ports Department

Report to: Port Master

Qualification, Skill and Experience

- Holder of a valid Certificate of Competency (CoC) Officer in Charge of Navigational Watch (ONW) recognized by the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam;
- Minimum of five (5) years working experience in maritime and port industries or in related field;
- Good understanding of Brunei Darussalam Maritime and Ports Orders, Regulations and knowledge of Brunei Darussalam waters;
- Practical and theoretical knowledge of hull, machinery, materials, equipment and safety systems of ships;
- Have an internal auditor qualification such as ISM, ISPS, MLC or become a member of the Nautical Institute or equivalent institute will be an added advantage.

Job Description

- Lead the Port Service Department and managing the Safety of Navigation Unit, Port Clearance unit and Vessel Traffic System Unit;
- Assist senior management in providing advice, reports and briefings to the Authority, other government senior management and Ministers on all matters relating to maritime transport, maritime safety and the provision of marine and port services and facilities;
- Assist senior management in providing technical support and advice at internal and external (e.g. IMO, IMSO, ILO etc) meetings and working groups associated with their areas of responsibility;
- Assist senior management in ensuring the availability of safety measures and standards on Brunei Darussalam registered vessels and/or boats and seafarers based on national standards and international developments;
- To ensure vessels are maintained in good condition, operated safely by people with the required skills, and that cargoes are handled and stowed appropriately to ensure safe transit;
- Contributing to the ongoing development and refinement of the maritime safety regulatory framework;
- Undertaking educational and engagement activities to promote safe vessel operations, seafarer safety and seafarer welfare;
- To inspect and prepare the technical reports for the vessels involved in any accidents and/or incidents occurred within Brunei waters;
- Develop and apply communication strategies to engage with maritime Industry stakeholders;
- To undertake any other tasks or responsibilities as assigned by the Authority from time to time.



Job Title: Senior Finance Manager

Job Group: JG 5

Department: Finance Division,
Corporate Department

Report to: Assistant Chief Executive
Corporate Department

**Qualification,
Skill and
Experience**

- Citizen of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam;
- Degree in Accountancy or Professional accounting or Finance or equivalent thereto recognized by the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam with a minimum of 5 years of relevant experience;
- Holding a Chartered Certified Accountant qualification (ACCA or FCCA) will be an added advantage;
- Understanding of generally accepted accounting principles and financial statements;
- Good time management, able to multi-task and meet tight reporting deadlines in a fast-paced environment;
- Numerically inclined, meticulous, proactive, with good analytical, communication and interpersonal skills;
- Strong proficiency in Microsoft Excel and knowledge of financial management system will be an added advantage.

**Job
Description**

- Leading the Finance Division;
- Provide and promote a strategic advice, control and ensure effective management of overall financial risk to the Board, Chief Executive and Senior Management;
- Responsible for budgeting, forecasting, planning, controlling and reporting all financial-related activities to the Authority;
- Responsible for accounting functions i.e. ensure timely processing of accounts payable; management of accounts receivable, credit and collections; banks reconciliation; and timely processing of salaries and other payments;
- Responsible in the preparation and accuracy of information on finance matters i.e. ensure timely preparation, proper recording and maintenance of book of accounts;
- Responsible to manage and preparation of profit and loss statement, cash flow and balance sheet;
- Responsible for coordination with statutory auditors;
- Ensure that effective internal controls are in place and ensure compliance with Brunei Darussalam's regulatory laws and rules for financial and tax reporting;
- To undertake any other tasks or responsibilities as assigned by the Authority from time to time.

Job Title: Legal Counsel

Job Group: JG 5

Department: Legal Division

Report to: Chief Executive

Qualification, Skill and Experience

- Citizen of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam;
- Bachelor Degree with Honors in Law (LLB) from universities and institutions recognized by the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam with a minimum of 5 years of relevant experience;
- Applicants qualified as a Barrister or holding postgraduate professional qualification in the Maritime Law will be an added advantage;
- Good time management, able to multi-task and meet tight reporting deadlines in a fast-paced environment.

Job Description

- Leading the Legal Division;
- Provide a sound legal advice to all Departments / Divisions / Units within MPABD and its management and implement of corporate governance including identifying legal risks;
- Handling Corporate Secretariat;
- To review and update of marine orders and regulation relevant to vessel operations and seafarer's affairs including recommendation on the ratification of international conventions;
- To prepare, review codes and guidance to implement MPABD policy for ports and shipping safety;
- To prepare and review of legal documents including Contracts, Agreements, Memorandum of Understanding, etc.;
- To provide legal advice to all management including the examinations of documents that may have legal implications to MPABD;
- To provide support to various projects and initiatives and ensure legal implications are considered and accounted for in developing new strategies and policies;
- To undertake any other tasks or responsibilities as assigned by the Authority from time to time.

Job Title: Finance Manager

Job Group: JG 6

Department: Finance Division,
Corporate Department

Report to: Head of Finance Division

**Qualification,
Skill and
Experience**

- Citizen of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam;
- Has a Bachelor's Degree in Accounting/ Finance/ Business/ Business Administration/ Public Administration or equivalent thereto recognized by the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam;
- Minimum of two (2) years of working experience.
- Applicants who have a Chartered Certified Accountant qualification (ACCA of FCCA) or Certified Public Accountant (CPA) or Certified Public Financial Officer (CPFO) designation is one of advantages;
- Up to date knowledge of current financial and accounting computer applications.

**Job
Description**

- Assume a primary day-to-day responsibility for planning, implementing, managing and controlling all financial-related activities of the Authority;
- Ensure credibility of Finance group by providing timely and accurate analysis of budgets, financial trends and forecasts;
- Establish and maintain strong relationships with senior executives so as to identify their needs and seek full range of business solutions;
- Provide ownership with advice on the financial implications of business activities;
- Manage processes for financial forecasting, budgets and consolidation and reporting to the Authority;
- Provide recommendations to strategically enhance financial performance and business opportunities;
- Prepare and ensure that effective internal controls are in place and ensure compliance with Brunei Darussalam's regulatory laws and rules for financial and tax reporting;
- Provide Financial reports and counsel;
- Responsible for the collection and analysis of financial information for businesses;
- Responsible to report costs, productivity, margins, and expenditures and offer financial recommendations;
- Identify variances between the actual and budgeted financial results at the end of each reporting period;
- Ensure the deadlines for reporting or budgetary submissions are met;
- Regularly review the Authority's financial transactions, sale contracts and business practices;
- Prepare quarterly and yearly revenue reports, as well as documentations of financial arrangements;
- To perform such other functions as are conferred on the Authority by this Order or any other written law.

Job Title: Legal Counsel II

Job Group: JG 6

Department: Legal Division

Report to: Head of Legal Division

Qualification, Skill and Experience

- Citizen of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam;
- Has a minimum Bachelor's Degree with Honors in Law (LLB) from universities and institutions accredited by the Ministry of Education, Brunei Darussalam;
- A Bachelor's Degree in Maritime Law is an advantage;
- Has a minimum two (2) years of working experience in related field

Job Description

- To draft, prepare and review legal documents, including Contracts, Agreements, Memorandum of Understanding, Notices, Conventions, etc;
- To conduct research and provide opinion on cross functional matters;
- To assist the Legal Counsel in providing sound legal advice to all Departments within MPABD and its Management, including the examinations of documents that may have legal implications to MPABD;
- To assist in the drafting of laws, including amendments of laws;
- Provide support to various projects and initiatives and ensure legal implications are considered and accounted for in developing new strategies, policies and products;
- Enhance legal awareness and governance by way of producing templates, tools, training material and can conduct training to MPABD employees as needed;
- To perform such other functions as are conferred on the Authority by this Order or any other written law.

Job Title: Manager

Job Group: JG 6

Department: Internal Audit Unit

Report to: Chief Executive

**Qualification,
Skill and
Experience**

- Citizen of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam;
- Has a minimum Bachelor's Degree with Honors in Finance or Accounting from universities and institutions accredited by the Ministry of Education, Brunei Darussalam;
- Has a minimum two (2) years of working experience in related field

**Job
Description**

- Review, evaluate and make recommendations on the control of process and system of financial management and property of the Authority;
- Receive and investigate complaints from any party including the public;
- Ensure that the Financial Regulations of the Authority, laws and procedures pertaining to the Authority's financial affairs are understood and adhered to.
- To perform such other functions as are conferred on the Authority by this Order or any other written law.



Job Title: Manager

Job Group: JG 6

Department: Asset Maintenance Division

Report to: Head of Asset Maintenance Division

**Qualification,
Skill and
Experience**

- Citizen of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam;
- Has a minimum Bachelor's Degree in Business Administration / Estate Management/ Procurement and Supply Chain or equivalent thereto recognized by the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam;
- Has a minimum two (2) years of working experience in related field.

**Job
Description**

- Responsible with the direct supervision of specialised staff at the estate;
- To ensure satisfactory completion and reporting to the property owner;
- Oversee the many systems that keep a large estate running, including use of estate facilities and office space, maintenance activities and tradespersons e.g. electricians);
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints;
- Organise and supervise other office activities (recycling, renovations, event planning, etc.)
- Coordinate and supervise facility relocations, expansions, and reorganizations;
- Assist with space planning, site selection and real estate transactions;
- Work with project managers to select, order, and install furnishings and equipment;
- Identify problematic areas and implement strategic solutions in time;
- Preserve assets, information security and control structures.
- Keep abreast with all organisational changes and business developments;
- To perform such other functions as are conferred on the Authority by this Order or any other written law.

Job Title: Manager

Job Group: JG 6

Department: Strategic Maritime Interest (SMI) Division

Report to: Senior Manager of SMI Division

Qualification, Skill and Experience

- Citizen of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam;
- Has a minimum Bachelor's in Business Administration/ Public Policy/ International Relations or equivalent thereto recognized by the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam;
- Minimum of two (2) years of working experience in related field.

Job Description

- Assist the Senior Manager of SMI to oversee all aspects of the Strategic Maritime Interest Division;
- Formulates maritime policy decisions that are aligned to Brunei Darussalam Wawasan 2035;
- Conduct researches on IMO Conventions and Protocols and provide recommendations;
- Provides technical and policy reviews on IMO Conventions and Protocols as inputs to Legal Affairs' work in drafting the national legislations;
- Analyse and Contribute to Research and Development on the maritime industry;
- Serves as internal think tank of the authority- undertaking broad analytical studies of regional and functional issues, identifying gaps in policy, and initiating policy planning and formulation to fill these gaps;
- Serves as an institutionalized "second opinion" on policy matters- providing recommendations and alternative courses of action.
- Has a mission to take a longer term, strategic view of global trends and frame recommendations;
- Engages functional and regional bureaus within the nation and relevant government agencies to ensure coordination and integration of policy with longer-term objectives
- To perform such other functions as are conferred on the Authority by this Order or any other written law.

Job Title: Vessel Traffic Officer

Job Group: 6

Department: Vessel Traffic Management Unit,
Ports Services Division,
Marine and Ports Department

Report to: Senior Port Superintendent,
Port Services Division,
Marine and Ports Department

Qualification, Skill and Experience

- Holder of a valid Certificate of Competency (CoC) Officer in Charge of Navigational Watch (ONW) recognized by the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam;
- Minimum of two (2) years working experience in maritime and port industries or in related field;
- Good understanding of Brunei Darussalam Maritime and Ports Orders, Regulations and knowledge of Brunei Darussalam waters;
- Practical and theoretical knowledge of hull, machinery, materials, equipment and safety systems of ships;
- Have an internal auditor qualification such as ISM, ISPS, MLC or become a member of the Nautical Institute or equivalent institute will be an added advantage.

Job Description

- Lead the Vessel Traffic Services for Muara and Kuala Belait;
- Assist senior management in providing advice, reports and briefings to the Authority, other government senior management and Ministers on all matters relating to maritime transport, maritime safety and the provision of marine and port services and facilities;
- Assist the Duty Port Controller/VTS Supervisor with the initial reports of incidents.
- Monitoring and regulating traffic to ensure compliance with all local, national and international regulations;
- Ensuring the Safety of Navigation within the VTS sector to which they are assigned;
- Maintaining VHF communications with all traffic in the VTS Sector to which they are assigned on the channel;
- Provide routine VHF navigational safety broadcasts containing relevant navigational information, visibility reports and tidal information;
- Ensuring that radar surveillance (where available) of all areas and AIS surveillance of the entire VTS Sector is maintained;
- Careful monitoring and operation of vessel traffic management systems as appropriate to the prevailing conditions;
- Monitor performance and carry out standard operating checks on all VTS equipment. Report VTS equipment deficiencies to asset maintenance for Service Portal reports and rectification.
- Disseminate information to agents and river services to ensure that the appropriate services are available to the vessel on her arrival.

Job Title: Port Superintendent

Job Group: 6

Department: Licensing and Permit Section

Report to: Senior Port Superintendent,
Port Regulation Division

**Qualification,
Skill and
Experience**

- Citizen of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam;
- Has a minimum Bachelor's Degree in Maritime/Shipping/ Ports/ Supply Chain/ or equivalent thereto recognized by the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam;
- Minimum of two (2) years working experience in maritime and port industries or in related field.

**Job
Description**

- To lead Licensing and Permit Section
- To monitor sub-ordinates' duties in the Licensing and Permit Section to ensure the smooth operations and functions of the section;
- To oversee matters related to permits and licensing and other relevant matters to respective section;
- Other tasks as instructed by Head of Division and/or Port Master/ Deputy Port Master from time to time.
- To perform such other functions as are conferred on the Authority by this Order or any other written law.

Job Title: Port Superintendent

Job Group: 6

Department: ISPS and Marine Environment Section

Report to: Senior Port Superintendent,
Port Regulation Division

Qualification, Skill and Experience

- Citizen of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam;
- Has a minimum Bachelor's Degree in Maritime/ Environment or equivalent thereto recognized by the Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam;
- Minimum of two (2) years working experience in maritime and port industries or in related field.

Job Description

- To lead ISPS and Marine Environment Section;
- To monitor sub-ordinates' duties in the Marine Environment Section to ensure the smooth operations and functions of the section;
- To oversee matters related to International Ship and Port Facility Security Code (ISPS); International Convention for the Prevention of Pollution from Ships (MARPOL); Environmental Impact Assessment (EIA), Ballast Water Management and other relevant matters to the Maritime Environment and Security;
- To ensure the National Oil Spill Contingency Plan (NOSCOP) is in place and updated from time to time;
- Other tasks as instructed by Head of Division and/or Port Master/ Deputy Port Master from time to time.
- To perform such other functions as are conferred on the Authority by this Order or any other written law.



Job Title: Trainee Officer / Officer

Job Group: 7

Department: *Admin and Human Resources
Division

Report to: Manager of Respective Departments /
Divisions

**Qualification,
Skill and
Experience**

- Citizen of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam;
- Has a minimum Bachelor Degree in any of the following: Administration Management / Business Administration / Finance / Law / IT or any other approved equivalent qualifications from a recognized university/institution; **OR**
- Higher National Diploma in any of the following: Administration Management / Business Administration / Finance / Law / IT or any other approved equivalent qualifications from a recognized university/institution and served relevant position for a minimum period of five (5) years.

**Job
Description**

- To assist the Managers / Senior Managers at the Division / Unit;
- To do research, planning and manage relevant projects for the respective Division / Unit;
- Provide guidance and division of duties to subordinates to ensure the smooth functions of the Division / Unit;
- Preparing regular reports if necessary;
- To undertake any other tasks or responsibilities as assigned by the Authority from time to time.

Job Title: Assistant Officer

Job Group: 8

Department: *Admin and Human Resources Division

Report to: Manager of Respective Departments / Divisions

Qualification, Skill and Experience

- Citizen of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam;
- Has a minimum Higher National Diploma in any of the following: Administration Management / Business Administration / Finance / Law / IT or any other approved equivalent qualifications from a recognized university/institution; **OR**
- National Diploma in any of the following: Administration Management / Business Administration / Finance / Law / IT or any other approved equivalent qualifications from a recognized university/institution and served in the relevant position for a minimum period of five (5) years.

Job Description

- To assist the Officers / Managers / Senior Managers at the respective Division / Units;
- To assist in research, planning and manage relevant projects for the respective Division / Units;
- Provide guidance and division of duties to subordinates;
- To undertake any other tasks or responsibilities as assigned by the Authority from time to time.

Job Title: Senior Corporate Assistant

Job Group: 9

Department: *Admin and Human Resources Division

Report to: Head of Respective Departments / Divisions

Qualification, Skill and Experience

- Citizen of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam;
- Has a National Diploma in any of the following: Administration / Business Administration / Finance / IT or any other approved equivalent qualifications from a recognized university/institution and has a minimum of three (3) years working experience in related field; **OR.**
- Has a minimum 3 'O'Level and minimum of five (5) years working experience in related field;
- Having accounting/technical background is an added advantage

Job Description

- To perform various clerical support task required by the Authority;
- To manage and update databases and provide efficient documentation and filing retrieval system while protecting the Authority's value by keeping information confidential;
- To receive and process paperwork on a timely manner and in accordance to the Authority's standard operating procedure;
- To receive and directs phone calls;
- To respond to enquiries as well as to assist in data collection when required;
- To assist in the preparation of various documentations for the Authority inclusive of letters, memos, reports as well as examination and training certificates when required;
- To assist in audit activities when required;
- To assist in organizing events, conferences and scheduling workshop/training courses when required;
- To assist with the delivery and collection of official documents when required;
- To coordinate, prepare and provide various logistic and technical support functions when required;
- To assist in the inspection and maintenance of the Authority assets when required and make proper reporting shall there is any damage or unsafe activities occurred;
- To perform such other functions as are conferred on the Authority by this Order or any other written law in order to fulfill various Authority's business and operational needs and requirements.

Job Title: Corporate Assistant / Operation Assistant

Job Group: 10

Department: *Admin and Human Resources
Division / Marine and Ports Department

Report to: Head of Respective Departments /
Divisions

**Qualification,
Skill and
Experience**

- Citizen of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam;
- Has a National Diploma in any of the following: Administration / Business Administration / Finance / IT or any other approved equivalent qualifications from a recognized university/institution; **OR.**
- Has minimum 3 'O' Level and minimum of three (3) years working experience in related field;
- Having accounting/technical background is an added advantage

**Job
Description**

- To perform various clerical support task required by the Authority;
- To manage and update databases and provide efficient documentation and filing retrieval system while protecting the Authority's value by keeping information confidential;
- To receive and process paperwork on a timely manner and in accordance to the Authority's standard operating procedure;
- To receive and directs phone calls;
- To respond to enquiries as well as to assist in data collection when required;
- To assist in the preparation of various documentations for the Authority inclusive of letters, memos, reports as well as examination and training certificates when required;
- To assist in organizing events, conferences and scheduling workshop/training courses when required;
- To assist with the delivery and collection of official documents when required;
- To coordinate, prepare and provide various logistic and technical support functions when required;
- To assist in the inspection and maintenance of the Authority assets when required and make proper reporting shall there is any damage or unsafe activities occurred;
- To assist in enforcement duties when required;
- To assist in accident, incident and near-miss investigation and reporting when required;
- To perform such other functions as are conferred on the Authority by this Order or any other written law in order to fulfill various Authority's business and operational needs and requirements.