

ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

**1. JOB IDENTIFICATION**

- 1.1 Position Title:** Asst. Regional Transport Officer
- 1.2 Position Level:** P5
- 1.3 Major Group:** Transportation and Aviation Services Group
- 1.4 Sub-Group:** Land Transport Services
- 1.5 Job Code No:** 19.820.09
- 1.6 Job Location (*Complete as appropriate*):** RSTA Regional Transport Office  
**Ministry:** - Ministry of Information and Communications.  
**Department:** - Road Safety and Transport Authority  
**Division:** - Regional Transport Office      **Section:** -      **Unit:-**
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*):** Regional Transport Officer.
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**2. PURPOSE, DUTIES & RESPONSIBILITIES** (*Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

**Purpose:** Coordinate all motor vehicle activities within the region and base offices as per the rules and regulations. Implement Road Safety and Transport Act uniformly and closely supervise the daily passenger transport services of the region and base offices.

Sl. No.	Duties and Responsibilities	% of Time
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1	Coordinate all types of Motor vehicle activities within the region and base in line to the rules and regulations.	20
2	Execute Registration of vehicle, ownership changes, transfers, driver licenses and other routine motor vehicle activities in line to rules and regulations.	20
3	Closely supervise the daily passenger transport service movement in line to road safety and act and regulations and the contract agreement of the operators.	15
4	Conduct route survey, Collect statistics and information on passenger transport service operation including operating costs.	15
5	Attend to accident spot of Passenger transport services and roadblocks to render immediate assistant and safety measures.	10
6	Supervise the roadworthiness inspection and emission tests.	10
7	Ensure proper accounts of revenue collection and deposits by the region and base offices	10

**3. KNOWLEDGE AND SKILLS REQUIREMENTS:** *Minimum requirement for performance of work described (Level of knowledge, Education and/ or skills. If University Degree is required, indicate appropriate field of study and level of degree.)*

**3.1 Education:** Bachelors Degree.

**3.2 Training:** PGDM

**3.3 Length and type of practical experience required:** Entry

**3.4 Knowledge of language(s) and other specialized requirements:**

- Should have adequate knowledge on Vehicle registration, transfer, driver licensing and other routine motor vehicle activities.
- Should have adequate knowledge on Road safety and Transport Act and regulations.

- Should have a good knowledge on Passenger transport service operation, frequency of operation and schedule and time of services.
- Should have good knowledge on vehicle safety management, evacuation of accident victims and first aid to the accident victims.
- Should have basic knowledge on revenue accounting.
- Should have a license to drive vehicles.
- Should be fluent both written and oral in English and Dzongkha and good oral command in local dialects.

**4. COMPLEXITY OF WORK:** *Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originality involved in work.*

The tasks basically consist of implementing and executing the activities of road safety and Transport Authority in line to the Road safety and Transport Act and Regulations. Many of the motor vehicle related activities are physical and manual requiring precision and accuracy.

The work typically consists of related steps, processes or methods with choices relatively obvious based on information provided.

**5. SCOPES AND EFFECT OF WORK:** *Describe the purpose, breath of work performance, and the effect the work has on the work of others or the functions of the organization.*

He implements and enforces the Road Safety and Transport Act and Regulations and carries out the motor vehicle activities as per the act. He also supervises the daily passenger transport services to provide undisrupted and smooth services. The recipients are the direct clients and the general public.

The work typically consists of executing of specific rules, regulations or procedures effecting the accuracy, reliability or acceptability of other process or services.

## **6. INSTRUCTIONS AND GUIDELINES AVAILABLE**

- 6.1. Instructions:** *Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated.*

The incumbents will carryout his work under the direct instructions and directives of the Regional Transport Officer. He may however, be passed instructions directly by the superiors sometimes.

- 6.2. Guidelines:** *Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines*

The guidelines are available such as the Road Safety and Transport Act and Regulations, Contact Agreement with the operators. The Headquarters and the superiors may also issue additional guidelines as and when necessary.

The work typically consists of recurring assignments without specific instructions but within general guidelines, with finished work reviewed.

- 7. WORK RELATIONSHIPS:** *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors)*

The incumbent, besides having contact within the organization has routine contact with the passenger transport operators, drivers, passengers and the general clients of RSTA.

Personal contacts are normally with employees within the immediate office or with the general public, but only to give or receive factual information.

8. **SUPERVISION OVER OTHERS:** *Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and classification and number of subordinates*

Supervise (line supervision) the Base Transport Officer, Motor Vehicle Inspectors, and other administrative staffs. Supervise the performance of the Passenger Transport operators in line to the contract agreement within the Region.

9. **JOB ENVIRONMENT:** *Describe physical exercise required, such as walking, standing, lifting objects, etc., and/ or any risk or discomforts such as exposure to chemicals, climbing to heights, extreme weather conditions, or other severe discomforts*

Coordinating motor vehicle activities and executing vehicle registration, transfers, and driver licenses is deskwork as well as manual involving lots of writing, lifting of huge registers and standing and walking. Besides that attending to accident spot and helping the victims, supervising the periodic inspections (Road Worthiness and emission) and supervising driving tests demands more physical input and mental. He has to conduct all these irrespective of hostile weather conditions, chemical hazards or discomforts.

The work does involve some physical exertion such as long periods of standing, walking or moderate to heavy lifting with moderate risks or discomforts. While performing tasks like supervision of driving tests, emission tests and providing assistance to the accident victims the incumbent would require special safety precautions and safety equipments.