

**ROYAL GOVERNMENT OF BHUTAN**  
**ROYAL CIVIL SERVICE COMMISSION**  
**POSITION DESCRIPTION**

**1. JOB IDENTIFICATION:**

- 1.1 Position Title : Chief Transport Officer (Regional)**  
**1.2 Positional Level : P1**  
**1.3 Sub group : Land Transport Services**  
**1.4 Major Group :Transportation & Aviation Services Group**  
**1.5 Job Code No. : 19-820-19**  
**1.6 Job Location : (Complete as appropriate) RSTA Head Quarter**

**Ministry: Information and Communications, Department: Road Safety and Transport Authority,**

**Division: Transport Management & Contract Administration**

**Section: Unit:\_\_\_\_\_**

- 1.7 Title of First Level Supervisor: (Official title of Supervisor) Director**

**2. PURPOSE, DUTIES AND 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:** Manage the country's Land Transport Network and Contract Administration with the transport operators, finalize and recommend transport sector policies, plans and other transport related activities.

Duties and Responsibilities	% of Time
• Finalize and recommend transport sector policies and plan and programmes.	20 %
• Finalize and approve annual work plan and program of the Division.	20 %
• Finalize and recommend transport service network	15 %
• Finalize passenger transport service fare and tariff structure	15 %
• Sign contract agreement with passenger transport service operators	15%
• Submit report and advice the head of the Department on transport management and contract administration.	15%

**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

**3.2 Training**

- Training in Transport Planning, Management and Contract Administration system, general management and administration, economic and financial analysis of fare and tariff structure.

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

- The position should have experience in the Road Safety and Transport Management of at least 4 years as Deputy Chief Transport Officer or equivalent experience.

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

- Should have in –depth knowledge on Road Safety and Transport systems.
- Should have advanced knowledge on policies, priorities and functions of RSTA and the government priorities.
- Should possess thorough knowledge of Transport Planning, Management and Contract Adm.
- Should have sound knowledge in economic and financial analysis.
- Should have in-depth knowledge on Transport Act and Regulations.

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

The job involves approving, finalizing, analyzing and decision making on appropriate Transport Management System, Policies and procedures. It also requires in-depth knowledge, initiatives and capability. Since the country entirely depends on land Transport, the job is of high importance.

- \* The work typically consists of broad functions and processes involving concurrent pursuit of a number of outcomes requiring decisions on undefined issues and requiring extensive analysis.

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.*

Since the main purpose is to have wide coverage and efficient network of transport Services, comfortable, safe and affordable system in the country, the work product will definitely have significant benefit to the general public as a whole.

- \* The work typically consists of planning, developing and carrying out vital administrative or professional programmes essential to the mission of the organization.

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 incumbent will work under the direct instructions of the Director. As head of the division, he will be assigned works related to transport planning, management and contract administration.

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 Chief Transport Officer will carryout his duties responsibilities as per the Road Safety and Transport Act and Regulations/ Government Directives and Guidelines. However, guide lines and instructions available may not be sufficient and the incumbent will have to adopt and device new guidelines on his own initiatives.

- \* The work typically consists of broadly defined mission/functions with employee planning, designing and carry out the work independently without adequate guidelines and the work accepted as technically authoritative.

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

Within the organization, the incumbent will have to keep close and regular contact with other divisions in the head quarter, Regional offices and Base offices of RSTA. Outside the organization, the employee will have contact with operators, other national and international agencies in relation to transport related issues.

- \* Being the head of the division he will have personal contacts with high ranking officials or representatives of foreign governments, international organizations, or news media with the purpose to explain, justify, defend negotiate or settle matters of significance related to Transport policies, plans and management.

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

The employee will supervise officers working in the Division and also conduct performance of Regional Transport Officers and Private bus Operators in-respect to compliance with transport policies, rules and regulations.

Supervise 10-20 staff.

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.*

Besides usual Office Work, he will have to visit field offices, conduct route survey and feasibility studies of new Passenger Transport routes as and when required.

- \* The work normally is sedentary and imposes no special physical demands other than some walking, standing or light lifting with little risk or discomforts that cannot be controlled by observing standard practices.