

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION

- 1.1 Position Title:** Deputy Chief Transport Officer
- 1.2 Position Level:** P2
- 1.3 Major Group:** Transportation and Aviation Services Group
- 1.4 Sub-Group:** Land Transport Services
- 1.5 Job Code No:** 19.820.03
- 1.6 Job Location (*Complete as appropriate*):** RSTA Head quarter
Ministry: - Ministry of Information and Communications.
Department: - Road Safety and Transport Authority
Division: - Transport Management and Contract Administration
Section: - Unit:-
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*):** Chief 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: Review, analyze and establish work plan, review policies and plan and service network, fare structure of the whole country.

SI No	Duties and Responsibilities	% of Time
1	Review and evaluate the transport sector polices and plan.	20

2	Analyze and Review annual work plan and program submitted by various divisions.	20
3	Evaluate and determine the country's transport service network submitted by Division/sections.	20
4	Analyze and recommend the passenger transport service fare tariff.	15
5	Review and analyze the road safety education programmes, Environment issues and traffic management submitted by other divisions.	15
6	Define and determine the contract agreement with transport service operators	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

3.2 Training: Training in Transport Planning, Management and Contract Administration system. Training on statistical data analysis and Transport and Environment management.

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 Sr. Transport Officer or Sr. Regional Transport Officer.
- Experience on transport planning and management or equivalent experience.

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

- Should have in-depth knowledge of Transport Act and regulations.
- Should have advanced knowledge on functions of RSTA.

- Should possess thorough knowledge of Transport Management and Contract Adm.
- Should have sound knowledge on legal terms and interpretations.
- Should have sound knowledge on Transport and Environment.
- Should have good command of English and Dzongkha.

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 review and analysis on appropriate Transport Management System, and procedures. Research and statistical analysis is a must to determine, analyze and recommend the fare and tariff structure, sector plan, policies and priorities etc.

The work typically consists of many different and unrelated processes across a broad range of activities requiring decisions where analysis into new areas is required.

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.*

His duties involve review and analysis which demands research and careful study of data and reports submitted by other divisions or subordinates. His input and hard work will determine the country's land transport network, fare tariff and smooth services by the passenger transport operators. His output will have significant benefit to the general public as a whole.

The work typically consists of developing new theories, resolving critical problems that affect the work of other experts or the Development of major administrative or scientific programmes.

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 Chief Transport Officer. He will be assigned works related to Transport Management and contract administration. He may also be issued special instructions by the superiors.

- 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 Deputy Chief Transport Officer will carryout his duties and responsibilities as per the Road Safety and Transport Act and Regulations/ Government Directives and Guidelines developed by the Department but in some instances he may have to adapt or develop new guide lines as well in the process of reviewing, analyzing and determining the plan and proposals.

The work typically consists of defined objectives with the supervisor and employee jointly developing work plans and employee completing work independently in accordance with limited guidelines.

- 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 supervise and provide guidance to his subordinates in the Division and regular contact with Regional offices and Base offices of RSTA. Outside the organization he will have contacts with operators, other National and International agencies and people in relation to transport services, facilities and plan and proposals.

Personal contacts are normally with individuals or groups outside their agency or the government with the purpose to influence, motivate, question or control.

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 Senior Transport Officer and other officers under him in the Division and also review performance of Regional Transport Officers.

Supervise 8-12 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 to review transport network proposal and plan and proposal for 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.