

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
POSITION DESCRIPTION FORM

1. JOB IDENTIFICATION:

1.1 Position Title: Dy. Chief Registration and Licensing Officer

1.2 Position level: P2

1.3 Major group: Transportation & Aviation Services Group

1.4 Sub group: Land Transport Services

1.5 Job Code No.: 19.820.15

1.6 Job Location: (Complete as appropriate) RSTA Head Quarter

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

Division: Registration & Licensing.

Section: Unit:_____

1.7 Title of First Level 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: Over all management of the Registration of motor vehicles and Driver Licensing system in the country.

Duties and Responsibilities	% of Time
<ul style="list-style-type: none">• Manage registration and licensing system through out the country.	20 %
<ul style="list-style-type: none">• Finalize vehicle registration and driver licensing policy, rules and guidelines and submit for approval.	15 %
	15 %

<ul style="list-style-type: none"> • Approve standard, uniformity and procedure for driving testing system. 	15 %
<ul style="list-style-type: none"> • Analyze information system, data and record and formulate changes. 	15 %
<ul style="list-style-type: none"> • Approve registration and licensing annual plan and programs 	10%
<ul style="list-style-type: none"> • Amend registration and licensing regulations 	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 Motor vehicle registration and driver's licensing systems, Transport and Safety management and human resource management.

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

Minimum of 4 years experience as Sr. Registration & Licensing Officer or equivalent experience

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

- Should have knowledge on Road Safety and Transport systems.
- Should have knowledge on national policies and principles.
- Should possess advanced knowledge of objects and functions of RSTA.
- Should have in-depth knowledge of Act and Regulations.
- Possess adequate skills for management and application of information system.

- Should possess adequate knowledge in planning and skills to adapt new ideas.
- Should be able to read and write English and Zhungkha and should possess ability to understand the 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 responsibility involves analysis and approval of appropriate system and policies in light of the national and international regulatory requirements. The job requires in-depth knowledge, initiatives and capability. Safety is a high priority as well as an issue of concern, and safe driving, quality and standard of vehicles will depend on the quality of drivers as well as the registration system and standard. In other words, quality of drivers and vehicles will depend on the appropriate system, procedure and standard. The tasks, therefore, involve careful analysis and evaluation, dealing with critical and complex issues which require critical decisions.

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, breadth of work performance, and the effect the work has on the work of others or the functions of the organization.*

Since the primary purpose of the work is to ensure safety and assure quality through proper systems of Registration and Licensing, the work product will obviously have significant benefit to the road users, vehicle owners and society as a whole.

The work typically consists of planning, designing 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 the Head of division, he will be assigned works related to efficient functioning of registration and licensing system, be it regulation, procedure, system, policies or plans etc. The incumbent may also be assigned other special tasks 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 incumbent will carry out such responsibilities as per the Road Safety and Transport Act and Regulations and other guidelines available.

However, the incumbent shall be required to review policies, rules, procedures, and guidelines pertaining to Registration and Licensing and even develop and adapt new guidelines.

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. The incumbent will have contacts with other agencies, national and international as well being the head of the Registration and Licensing division.

The registration and Licensing deals with people of all levels, therefore, his contacts could be with high ranking officials or representative of foreign governments and international organizations. The incumbent shall have contact with news media as well and all the contacts are to explain, justify, defend, negotiate or settle matters of significance related to Registration and Licensing systems.

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 and oversee performance of the employees working in the division and in **Regional Offices with regard to implementation of registration and licensing program, Act and Regulations as a technical expert.**

Supervise 10-20 staffs.

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.*

The job does not involve significant physical exertion but there is lots of mental pressure. However, besides office works the employee will have to visit field offices, and attend to emergency task irrespective of extreme weather and other hostile conditions.

The work normally is sedentary and imposes no special physical demands other than some walking, standing or light lifting with little risk or discomforts.