

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION

- 1.1 Position Title: Regional Transport Officer**
- 1.2 Position Level: P4**
- 1.3 Major Group: Transportation and Aviation Services Group**
- 1.4 Sub-Group: Land Transport Services**
- 1.5 Job Code No: 19.820.08**
- 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*): Sr. 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: Organize all types of motor vehicle activities and execute regional plans and programmes. Modify or upgrade the procedures and systems for vehicle registration and Licensing and compare and improve the public transport system within the regional office besides supervision of regional staff and the transport operators.

SI No	Duties and Responsibilities	% of Time
1	Organize and prepare all types of motor vehicle activities within the region.	20

2	Monitor the vehicle safety standards, Administer and execute safety education within the region and the base under the regional command.	20
3	Prepare and evaluate the Regional plans and programs,	15
4	Review, analyze and upgrade the working systems of the regional and base office to suit to the demand of the clients.	15
5	Review and modify the procedures and systems of vehicle registration and licensing to suit the clients within the region and base under the regional command.	10
6	Compile and analyze motor vehicle data and statistics	10
7	Direct motor vehicle roadworthiness inspection and auto emission inspection for all kinds of vehicles within the region and base under the regional command.	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 vehicles safety management. Public Transport and Environment management and systems of driver licensing and motor vehicles registration.

3.3 Length and type of practical experience required:

- At least 4 years experience as Assistant Regional Transport officer or equivalent experience

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

- Should have in–depth knowledge of Road Safety and Transport Act and regulations.
- Should have adequate knowledge on Public Transport Management.

- Should have adequate knowledge on data management and analysis.
- Should have adequate knowledge on transport sector policies and priorities.
- Should have skill to communicate and explain safety standards and issues.
- Should be fluent in English and Dzongkha particularly and also in other local dialects.

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

In the process of organizing motor vehicle activities, monitoring safety standards and executing, the incumbent will be dealing frequently with the road users and the vehicle custodians and owners. Directing periodic inspections and ensuring safety standards is quite difficult at times due to various level of people involved with different backgrounds and perception. He will have to deal cautiously and carefully to convince and explain the people. The work of RTO is quite cumbersome since it covers wide range of works.

The work typically consists of several different and unrelated processes requiring decisions to be made sometimes without all the information available.

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 enforces motor vehicle activities, implements safety standards besides improving and upgrading the procedures and working systems effecting the clients. The direct beneficiaries of his out put are general road users, vehicle custodians and owners in regard to speedy services and safer use of roads.

The work typically consists of dealing with a variety of conventional problems, questions or situations affecting the design or operation of systems of equipment.

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 carryout his work under the direct instructions of the Sr. Regional Transport officer. However specific instructions may be issued by the superiors as well.

- 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.*

Main guideline is Road Safety and Transport Act and regulations besides other written guidelines issued from time to time by the superiors.

The work typically consists of defined objectives, priorities and deadlines with the employee planning and carrying out the work in accordance with those instructions and based on guidelines which may need to be adapted to specific cases.

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

He will have contacts with the staff and officials of the organization regularly and outside the agency he shall have contact with the general road users particularly.

Personal contacts are normally with individuals or groups outside the 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*

He will closely monitor and supervise his subordinates in the regional office directly in regard to performance, uniform implementation of rules and regulations while affecting motor vehicle activities and implementation of safety education and programmes.

Supervise 10-15 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*

The incumbent besides performing deskwork while analyzing, reviewing and preparing plans and proposals need to move quite often out of the office. He needs to monitor vehicle safety standards and direct periodic activities which demands frequent movement. He will even have to visit the field offices as to ensure motor vehicle activities are affected within the guidelines available. In regard to safety, in particular, he will have to visit accident sites and Road Blocks and arrange speedy evacuation or clearance of road block. This sometimes involves exposure to bad weather conditions and great physical exertion by walking or standing long periods of time.

The work quite often involves some physical exertion such as long period of standing, walking or moderate lifting with moderate discomforts but no risk or threat to have special safety precautions.