

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION

- 1.1 Position Title: Sr. Regional Transport Officer**
- 1.2 Position Level: P3**
- 1.3 Major Group: Transportation and Aviation Services Group**
- 1.4 Sub-Group: Land Transport Services**
- 1.5 Job Code No: 19.820.07**
- 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*): Director.**

- 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: Administer all the activities of the regional office including finance and revenue earnings. Ensure proper implementation of plans, policies and Act and regulations of RSTA at Regional level.

SI No	Duties and Responsibilities	% of Time
1	Administer all types of motor vehicle activities within the region as per the policy, guidelines and Act and Regulations.	20

2	Administer and manage the functions of the Region and the Base offices	20
3	Authorize Registration of vehicle, ownership changes and other routine activities of motor vehicles.	15
4	Evaluate and analyze the safety requirement and pertinent issues related to vehicle safety and submit to the Director.	15
5	Accept and Approve applications for issuance of license.	10
6	Accept and approve the Regional plans and programmes.	10
7	Act as Regional representative of the Authority at Dzongkhag level meetings (DYTs and GYTs)	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 Public Transport Management, Environment and Traffic Safety Management and General human resource management.

3.3 Length and type of practical experience required:

- At least four years experience as Regional 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 Act and Regulations.
- Should have sound knowledge on public administration.
- Should have thorough knowledge on all motor vehicle related activities.

- Should have adequate knowledge and skills on transport planning.
- Should have broad knowledge on Government policies and priorities.
- Should be fluent in English and Dzongkha besides being able to understand and speak 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.*

Being the Regional Head, The incumbent shall administer and manage the regional as well as base offices under his jurisdiction besides administering the motor vehicle activities. Besides administering and managing he should ensure efficient functioning of the office and uniform implementation of policy, guidelines and rules and regulations. Implementation, administration, management and effective output are all in his work and this would demand lots of initiatives, resourcefulness, planning, coordinating and liaison. The work is quite complex and broad.

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.*

He approves, administers, plans and executes all the rules and regulations to provide efficient public services, facilities and smooth operation of all motor vehicle activities in the safest and fastest way possible under his jurisdiction. The work product will have great effect on all road users, service providers, other employees of the organization and general public.

The work typically consists of establishing criteria, formulating projects, assessing programme effectiveness or analyzing unusual problems affecting a wide range of the organization's activities or activities outside 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 carryout his work under the direct instructions of the Director. However, additional instructions may be passed on by the Divisional Heads of the Organization.

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*

One of the main guidelines is Road Safety and Transport Act and regulations. Beside that the Director or the head of the Divisions may issue specific guidelines. However, the regional office being at the implementation level all the guidelines and instructions may not cover the actual requirement. New guidelines should be developed and adapted time and again.

The tasks consists of defined objectives with 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)*

The incumbent will have contacts with almost all the people of the organization and outside the organization direct contacts will be with Dzongkhag, Dungkhaag Royal Bhutan Police, and also with Indian Counter parts on matter related to Transport

Activities and matters of other agencies for improving cooperation and improvement of the Transport System as well as bringing about improvement both at the Dzongkhag and Regional Level.

Personal contacts normally is with groups outside the agency or the government with the purpose to influence, motivate, question or control and sometimes even with high ranking officials, representatives of foreign governments, international organizations and even news media to explain, justify, defend, negotiate or settle matters of significance related to the functioning of RSTA in the regional level.

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

Administer, Supervise and monitor the works and performance of all the regional staff, Base transport officers and MVI besides technical supervision to passenger transport operators.

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*

The work of Sr. Regional Transport Officer is quite cumbersome and heavy but most of the duties and responsibilities are desk job. However, in case of emergency like accidents he will have to attend the accident sites for investigation, which involves exposure to bad weather conditions and some physical exertion by walking or standing.

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. The emergency situations of exposure and physical exertion are not regular and normal.