

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION

- 1.1 Position Title: Sr. Registration and Licensing 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: 19.820.10**
- 1.6 Job Location (*Complete as appropriate*): RSTA Head quarter and regional offices**
Ministry: - Ministry of Information and Communications.
Department: - Road Safety and Transport Authority
Division: - Registration and Licensing Section: - Unit:-
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*): Dy. Chief Registration and Licensing 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: Formulate motor vehicle registration and driver's licensing policies and rules and regulations and Manage registration and licensing information system.

SI No	Duties and Responsibilities	% of Time
1	Formulate registration and licensing policies, rules and regulations.	20
2	Finalize standard and uniform procedure for driving testing	20

	system.	
3	Analyze and manage registration and licensing information system, data and record.	20
4	Finalize registration and licensing plans and programs.	15
5	Review annual plan and programmes of the registration and licensing division.	15
6	Compare and improve the driver's manual, driver's education and other safer driving ethics and practices.	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 degree

3.2 Training: Training in Registration and Licensing system, Driver's safety and safe driving methods

3.3 Length and type of practical experience required:

- The position should have a good experience in Registration and licensing system in particular and some level of experience in road safety and transport management, plans and priorities.
- Should have at least 4 years of experience as Registration and Licensing Officer or the Regional Transport Officer or equivalent experience.

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

- Should have specific and thorough knowledge on registration and licensing system.
- Should have adequate knowledge on policies, objects and functions of RSTA.
- Possess ability to create awareness on the new systems and changes.

- Should have the ability to implement, monitor and review activities regarding registration and licensing.
- Should have ability to attend to complaints and solve amicably.
- Should have good command both written and oral 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.*

His task involves formulation of policies, rules and regulation for motor vehicle registration licensing besides analyzing data and determining procedures. His work demands lots of study, research and careful review. He has to explore new ideas and initiatives.

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.*

His hard work, research and input will be the basis for development of motor vehicle registration and licensing systems in the country. Organization will have to depend on him and in general the end output will benefit the clients as well.

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.

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 Senior Registration and Licensing Officer will work under the direct instruction of the Deputy Chief Registration and Licensing Officer. He may however, be assigned special duties 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 Senior Registration & Licensing Officer will carry out his responsibilities as per the Road Safety & Transport Act and Regulations and in addition the supervisors may also issue with specific directives, procedure and guidelines from time to time.

Defined objectives, priorities and deadlines with the employees planning and carrying out the work in accordance with those instructions and guide lines which may need to be adopted 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)*

The employee will work in a close consultation with the Regional Transport Officers and other agencies within the country. He will coordinate and monitor works done by his subordinates. His contact would be mid level officials of other organizations in order to obtain or clarify factual information. His direct contact could be with general people availing the facilities of Registration and Licensing.

Personal contacts are normally with employees within the same agency or with the general public with the purpose to obtain, clarify or give factual information.

- 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 supervise the Registration and Licensing officer and the subordinates below him. He will supervise that the Registration and Licensing activities are performed by the regional Offices in line to the standard rules, regulations and guidelines.

Supervise 5-10 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 mostly involves office deskwork. However, he has to go for inspection and checking to the field offices and attend emergency task irrespective of weather and other 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.