

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION

- 1.1 Position Title: 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: 19.820.05**
- 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*): Senior 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: Prepare annual plans and programme and determine transport infrastructure.
Design and prepare transport network.

SI No	Duties and Responsibilities	% of Time
1	Formulate annual /five year plan of transport sector in consultation with Divisions and Regions.	20

2	Evaluate and determine the requirement of transport infrastructures in consultation with Regional Offices.	20
3	Design and Prepare transport network plans and proposals and identify the accident prone areas and suggest recommendations.	15
4	Conduct economic and financial analysis of vehicle operating cost and design fare tariff.	15
5	Monitor Passenger transport services and infrastructure facilities provided to the users.	15
6	Submit progress/review reports and information including operating cost.	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

3.2 Training: Training in Public Transport management and planning. Training on transport economics

3.3 Length and type of practical experience required:

- The position should have broad experience in the Road Safety and Transport Management of at least four years as Assistant Transport Officer I or Assistant Regional Transport Officer.
- Experience on transport planning or equivalent experience

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

- Should have specific knowledge on Public Transport management.
- Should have broad knowledge of Transport systems and management.
- Should have in-depth knowledge of Act and Regulations.

- Possess adequate skills to interpret and analyze statistical data.
- Should have the skills to understand and interpret the infrastructure designs.
- Possess ability to create awareness on the new system changes and technology.

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

The work involves formulating, designing and preparation of basic needs of land transport like infrastructure, fare tariff etc which would demand lots of careful study and hard work. The work will be heavy, cumbersome and broad.

The work typically consists of related steps, processes or methods with choices relatively obvious based on information provided.

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.*

The work involves designing and preparation of network plan and fare tariff and infrastructure facilities. Such will have the direct effect to the clients that is general public. While preparing network problems and designing fare tariff many uneven situations may arise and he needs to address appropriately the different kinds of situations that may arise.

The work typically consists of dealing with a variety of conventional problems, questions or situations affecting the design or operation of systems or 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 work under the direct instruction of the Senior Transport Officer. He will be assigned works related to Passenger transport monitoring, transport networking and cost analysis of passenger transport services.

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 Transport Planner will carry out his functional responsibilities as per the guidelines issued by superior and the Director besides road safety and transport act and regulations.

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)*

Within the organization, the incumbent will have close contact with other divisions in the head quarter and regional offices. Outside the organization he will have contacts with passenger transport operators mainly and with Dzongkhags.

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*

The employee will have to monitor the effective and efficient use of infrastructure by the operators as well as the regional offices. Monitor effective implementation of plan and programs. As and when required he should be able to provide technical advice as well.

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. However, besides office works the employee will have to visit field offices, Dzongkhags for preparing and planning project reports and construction sites 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 that cannot be controlled by observing standard practices.