

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

Department: National Transport Authority

Post: Deputy Road Transport Commissioner

Salary: Rs 60,575 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 x 3,000 – 80,000 (26 80 89)

Effective Date: 13 April 2015

Qualifications: A. By selection from among serving officers who are drawing salary in a scale the minimum of which is not less than Rs 23,675 monthly and who –

(i) have passed the final examination of the Chartered Institute of Transport (London) or the Chartered Institute of Logistics and Transport (UK) leading to Chartered Membership

or

(ii) possess a degree in Automobile Engineering or Mechanical Engineering or Administration or Law from a recognised institution

OR

an equivalent qualification to A above acceptable to the Public Service Commission.

B. Candidates should –

(i) reckon at least seven years’ experience in the road transport sector;

(ii) possess good leadership, organising, communication and interpersonal skills;

(iii) have a high degree of maturity and be able to adopt a multi-disciplinary approach to problem-solving;

(iv) possess strong analytical skills in evaluating matters relating to the road transport sector; and

(v) have the ability to work under pressure.

Role and Responsibilities: To provide administrative support to the design, formulation and implementation of government policies and plans for the development of the road transport sector.

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Duties:

1. To deputise for the Road Transport Commissioner, as and when required.
2. To assist the Road Transport Commissioner in the –
 - (a) general administration and management of the National Transport Authority;
 - (b) formulation, co-ordination and implementation of government policies, goals and objectives;
 - (c) drafting of legislation and policy papers; and
 - (d) preparation of reports on issues related to road transport and other related specialised matters.
3. To be responsible for –
 - (a) ensuring the timely completion of work and other activities of the different sections of the National Transport Authority;
 - (b) the administration of the one stop shop as regards registration, licensing and finance sections;
 - (c) the proper staffing of the various sections and ensuring that human resources are being utilised in the most efficient and effective manner; and
 - (d) the monitoring of the computerisation of the National Transport Authority and implementation of the free travel scheme.
4. To ensure the timely execution of government policies and projects relating to road transport sector so that Government obtains value for money.
5. To represent the National Transport Authority in negotiations with other organisations and members of the public.
6. To be a member of the internal management committee of the National Transport Authority.

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7. To sit on committees concerning road transport and other related aspects, as and when required.
8. To prepare budget estimates and monitor expenditure of the National Transport Authority.
9. To promote and participate actively in programmes aiming at enhancing organisational efficiency and effectiveness.
10. To use ICT in the performance of his duties.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Deputy Road Transport Commissioner in the roles ascribed to him.

Note

On accepting appointment, the selected candidate should divest himself of any direct or indirect financial interest in any transport undertaking.



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