

ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION

**POSITION DESCRIPTION**

**1. JOB IDENTIFICATION**

- 1.1 Position Title: Sr. 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: 19.820.04**
- 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*): Deputy Chief 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:** Formulate transport policies and plan and review annual plan of Road Safety and Transport Authority, modify/upgrade the transport network plan.

SI No	Duties and Responsibilities	% of Time
1	Formulate transport policies and plan for the entire nation.	20

2	Modify/upgrade the transport network plan submitted by other divisions/subordinates and sections.	20
3	Compare and improve the draft contract agreement with transport operators.	15
4	Evaluate and recommend the road safety education/issues and emission control guidelines submitted by other divisions.	15
5	Analyze and recommend the annual/five year transport sector plan and programs.	15
6	Evaluate the compliance of the passenger transport operators and the Regional offices to transport policies, plan and guidelines.	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 Transport planning, Safety Management and Environment.

**3.3 Length and type of practical experience required:**

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

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

- Should have ability to interpret Road Safety and Transport Act and Regulations.
- Should have knowledge on broad national policies.
- Should possess advance knowledge of transport system planning and management.
- Should have in-depth knowledge of Act and Regulations.

- Possess adequate skills for transport planning, public transport management.
- Possess ability to create awareness on the new system and changes.
- Should be fluent both oral and written in English and Dzongkha in particular.

**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 analysis, evaluation, planning and management. Surface transport is main mode in the country, which requires proper networking of services for the benefit of the public. It is a challenging job, which requires proper planning, an in-depth knowledge, initiatives and capability.

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.*

The incumbent will have to formulate, develop or upgrade and even modify the most vital transport plan and network. His work will have an enormous effect on the transport facilities to the general public and also on the ecology and environment as a whole.

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 work under the direct instruction of the Deputy Chief Transport Officer. He will be assigned works related to public transport management and planning. He may be assigned other special tasks 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 Transport Officer will carry out his functional responsibilities in line to the Act and Regulations and as per the guidelines issued by superior and Director.

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 issues.

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 to keep close contact with other divisions in the head quarter, Regional offices and Base offices. Outside the organization he will have contact with passenger transport operators and other related national agencies.

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*

The employee will supervise his direct subordinates and as a line manager supervise the passenger transport operators.

Supervise not more than 7 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 job does not involve significant physical exertion. However, besides office works the employee will have to visit field offices and conduct route checking 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.