



MINISTRY OF FINANCE AND THE PUBLIC SERVICE

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JOB SPECIFICATION & DESCRIPTION**

JOB TITLE:	Transport Manager
GRADE:	SEG 1
POST NUMBER:	1146
DIVISION:	Corporate Planning & Administration
BRANCH:	Office Services, Administration and Fleet Management

SUPERVISION RECEIVED FROM:	Director, Office Services, Administration and Fleet Management
NATURE OF SUPERVISION:	Periodic supervision based on broad procedures (Weekly or Monthly Review)
SUPERVISION GIVEN TO:	Directly: 1. Driver (6)

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the incumbent. This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Date received in Human Resources Division

June 2020

Date created/revise

1. JOB PURPOSE: (one line reason for job existing)

Under the general direction of Director, Office Services, Administration and Fleet Management, the Transport Manager is responsible to plan, coordinate, direct the transportation operations and service/maintain all vehicles owned by the Ministry in a cost effective manner.

2. STRATEGIC OBJECTIVES: (statements of intent of what the post seeks to achieve)

- To ensure the availability of drivers to undertake pickup and delivery services as required
- To ensure that the fleet of vehicles are operational
- To monitor operations to ensure that staff members comply with policies
- To monitor and control the operational cost of the vehicles
- To recommend policies to improve the cost effective operation of the vehicles

3. KEY OUTPUTS (results, deliverables)

- Vehicles are serviced, maintained and secured
- Updated motor vehicle documents
- Tags/toll cards are top up
- Analysis of data
- Inspection reports are produced

4. FINAL OUTPUT (final results corresponding to job purpose)

Effective and efficient transportation service provided to the MOFP.

5. PERFORMANCE INDICATORS (how success will be measured)

- Motor vehicles are serviced in accordance with maintenance schedule and within the allocated budget
- Vehicles are washed, interior sanitized based on agreed schedule
- Vehicles are inspected daily

- Tag/toll cards are
- Number of vehicles operational
- Reduction in the amount of money spent on fuel, parts and accessories

6. JOB DUTIES & RESPONSIBILITIES (grouped under strategic objectives in Sec.2)

Technical/Professional Responsibilities

- Develop procedural manuals and safety rules;
- Monitor and Analyze quality, quantity, delivery times, and transport costs ;
- Monitor operations to ensure that staff members comply with administrative policies and procedures, safety rules, and government regulations;
- Conduct investigations in cooperation with the police to determine causes of transportation accidents and to improve safety procedure;
- Prepares and monitor a plan for the cyclical licensing of the Ministry's fleet along with other duties attached to operations of the fleet.
- Manages the update of motor vehicle documents for the Ministry and those assigned to the political directorate
- Prepares and monitors the Ministry's fleet of vehicles maintenance schedule
- Develop and maintain a roster and scheduling system to track availability of drivers;
- Create and implement best practice logistics principles, policies and processes to improve operational and financial performance
- Monitor drivers delivery and pickup schedules to ascertain compliance;
- Negotiate rates and contracts with service providers

Management/Administrative Responsibilities

- Plans, organises and directs the work of the section, including the development of the section's component of the corporate and operational plans and budgets, and monitoring the section's achievement against them;
- Recommend unserviceable vehicles to be Board Surveyed
- Recommend procedures to reduce operational costs of vehicles.
- Ensure that all vehicles are parked on the compound according to regulations

- Ensure all accidents are reported promptly and the appropriate actions Taken
- Ensure receipts for fuel are reconciled with statements from MCIS
- Ensure that payments to creditors and suppliers are made promptly
- Seeks feedback from key internal and external stakeholders as above with regard to their satisfaction with the level of service provided by the section, responding appropriately;
- Develops and manages the performance of the section with particular emphasis on transferring skills, motivates staff, sets performance targets, monitors performance, provides feedback to staff, and arranges for training;
- Maintains effective working relationships with external and internal stakeholders to ensure that the Section provides a consistently high level of service to them.

Human Resources Responsibilities

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Section and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;
- Participates in the recruitment and training of staff of the Section;
- Recommends training, and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and make recommendations;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effect disciplinary measures in keeping with established guidelines/practices.
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7. AUTHORITY (decisions you have the power to make or recommend)

- Sign and recommend requisitions for goods and services
- Approve emergency expenditure in the absence of the Director
- Sign overtime claim requests for drivers
- Recommend changes to policies and procedures

8. RESOURCES MANAGED (budget, purchases, other assets)

Petty cash balances

9. CONTACTS (Liaises with)

Internal

<u>Contact</u>	<u>Purpose</u>
DFs and Unit Heads	Matters relating to the maintenance of offices and grounds.
PXPC	Providing information
Divisions MOFP	Providing services
Director, Property, Security, Disaster & Emergency Management	Providing information

External

<u>Contact</u>	<u>Purpose</u>
MCIS	Giving and receiving information
Authorized Garages	Negotiating and providing information
Inland Revenue	Negotiating and providing information

9. MINIMUM REQUIREMENTS

QUALIFICATION & EXPERIENCE

- First Degree in Management Studies, or equivalent professional qualification;
Three (3) years' experience in similar capacity

SPECIFIC KNOWLEDGE & SKILLS

- Risk management and security procedures

COMPETENCIES

- Excellent team management skills
- Excellent interpersonal and communication skills
- Strong analytical and problem solving skills
- Strong negotiation skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

SPECIAL CONDITIONS OF THE JOB (disagreeable work environment etc.)

- Required to work extended hours, weekends and on public holidays