



ལྷན་ཁག་ཚོང་འབྲེལ་ལས་འཛིན།

State Trading Corporation of Bhutan Ltd.

An ISO 9001: 2015 QMS, Quality Certified Company



## Position Description Form

### 1. Job Identification:

**Division: Petroleum Division.**

**Transport Officer**

### 2. Purpose, Duties and 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:** Coordinate with the passenger transport operators, act as a custodian of government buses allotted to private operators on subsidy and maintain records of contract agreement with operators, records and data related to passenger transport services.

#### Duties and Responsibilities:

- ✓ Coordinate with the transport operators and drivers.
- ✓ Maintain record of purchased allotted to the operators/drivers including maintenance of log book, mileage, repair and maintenance of vehicles, record keeping, tracking of vehicles, etc.
- ✓ Draft contract agreement with the operators/drivers, draft transport plan proposal and Collect data/statistic on transport services.
- ✓ Monitor day-to-day activities of transport services.
- ✓ Issue route permit for transport services and maintain its record.
- ✓ Propose new ideas to improvise the fleet system.
- ✓

### 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





ཨ། འབྲུག་ཚོང་འབྲེལ་ལས་འཛིན།

State Trading Corporation of Bhutan Ltd.



An ISO 9001: 2015 QMS, Quality Certified Company

### 3.2 Training

Monitoring and administration of public transport and public transport management.

### 3.3 Length and type of practical experience required: Entry

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

- ✓ knowledge on public administration in general.
- ✓ knowledge on legal matters and the skill to interpret the legal terms.
- ✓ broad knowledge of Transport Management systems
- ✓ thorough knowledge on contract agreement.
- ✓ sound public dealing skills.
- ✓ sound knowledge on data and records keeping.
- ✓ Innovating ideas.

## 4. Complexity of Work:

*Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originally involved in work.*

The employee's job involves constant dealing with both the service providers and the passenger. Quality, Comfort coverage will have to be monitored properly, which demands lot of initiatives, and hard work. The work typically consists of clear-cut and directly related tasks requiring little or no choice in deciding what needs to be done.

## 5. Scope 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 purpose of the work is to ensure adequate services, comfortable and reliable through effective monitoring of the passenger services and their frequency. His hard work and input will be the basis for efficient public transport system.

Bring new innovation ideas to the supervisor(s) about the improvement of transport system, mileage, O&M, etc.





ཨ། འབྲུག་རྒྱུ་ལྷན་ཁུངས་འཛིན།

State Trading Corporation of Bhutan Ltd.



An ISO 9001: 2015 QMS, Quality Certified Company

The work typically consists of executing specific rules, regulations or procedures effecting the accuracy, reliability or acceptability of other process or services.

## 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 Transport Officer, however, as and when necessary the superiors may also issue specific instructions to him.

**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 incumbent will carry out his duties and responsibilities as per the Transport Act, Regulations and directives issued by the Supervisors from time to time.

The tasks involve execution of specific rules, regulations or procedures effecting the accuracy, reliability or acceptability of other processes or services.

**7. Work Relationships:** *Indicate the frequency, nature and purpose of contacts with other within and outside the assigned organization (other than contacts with superiors)*

The employee will have to keep close relationship with the Regional Heads and the transport service operators outside the agency.

Personal contacts are normally with employees within the immediate office or with the general public, but only to give or receive 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.*

No direct supervision.

**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 any other severe discomforts.*





ཨ། འབྲུག་ཚོང་འབྲེལ་ལས་འཛིན།

## State Trading Corporation of Bhutan Ltd.



An ISO 9001: 2015 QMS, Quality Certified Company

In the process of executing his responsibilities he will have to move frequently to effectively monitor the passenger services and to collect data. In case of monitoring the passenger services some extent of physical works like walking, standing and lifting is involved.

The work involves some physical exertion such as long periods of standing, walking, or moderate lifting but no serious threat to safety of his own.

