



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

**Ministry/Entity: Ministry of Health**

<b>JOB TITLE:</b>	<b>Manager, Transport</b>
<b>JOB GRADE:</b>	<b>GMG/SEG (Proposed Upgrade)</b>
<b>POST NUMBER:</b>	<b>56661</b>
<b>DIVISION/BRANCH:</b>	Corporate Services Division/Security and Transport Branch
<b>SECTION/UNIT:</b>	<b>Transport Unit</b>
<b>REPORTS TO:</b>	Director, Corporate Services
<b>MANAGES:</b>	Transport Officer GMG/AM 3 2 Driver 2 LMO/DR 2 15 Driver 1 LMO/DR 1

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 post incumbent.

This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date Created/Revised

\_\_\_\_\_

**1. JOB PURPOSE (Reason for Existence)**

Under the direction of the Director, Security and Transport, the Manager, Transport is responsible to efficiently and continuously manage the transport system for the Ministry of Health.

**2. KEY OUTPUTS (Results, Deliverables):**

- Annual Budget and Work Plan prepared;
- Transport policy and procedures implemented;
- Inventory system implemented;
- Preventative maintenance schedule developed and implemented;
- Board of Survey inspections recommended;
- System for vehicle assignments maintained;
- Fleet of vehicle managed;
- Reports prepared and submitted.

**3. KEY RESPONSIBILITIES (Activities, Tasks)****A.) Management/Administrative Responsibilities;**

- Participates in the development of the Operational Plan for the Branch;
- Develops work plan for the Unit;
- Prepares individual work plan;
- Manages the annual budget for the transport operations of the Ministry;

- Prepares monthly report on activities undertaken.

**B.) Technical/Professional Responsibilities;**

- Participates in the development of a Transport Policy for the Ministry;
- Implements transport standards, policies and procedures;
- Develops a procedural manual for the transportation programme;
- Recommends the type and quantity of vehicles to be procured for Ministry of Health s' head office to ensure a fully operational transport system at all times;
- Recommends the most appropriate and cost-effective means for the provision of transport services for specific areas of operation;
- Implements an effective inventory system for all the Ministry of Health's vehicles;
- Prepares official documents recommending unserviceable motor vehicles to the Board of Survey after consultation with the Electrical and Mechanical Services Division in the National Works Agency;
- Collaborates with the Director, Security and Transport in establishing business contacts with Insurance Companies with a view to securing the best deal on motor vehicle insurance for the Ministry;
- Ensures that each new vehicle is received and commissioned in keeping with Ministry of Finance and the Public Service and Ministry of Health policies and procedures;
- Ensures that regular visual and physical inspections of all vehicles are carried out to determine their status in accordance with regulations;
- Collaborates with the Director, Security and Transport in selecting the most efficient garages to undertake repairs to Ministry vehicles and ensure payment for such services by certifying claims;
- Ensures the implementation of a preventative maintenance programme for all vehicles;
- Ensures that vehicles are serviced and repaired as per maintenance schedules or according to specified instructions;

- Maintains efficient system for vehicle assignments and receipts in inter-agency or inter-regional loans, transfer or reassignments in order to ascertain usage and availability of vehicle;
- Manages the fleet and administer standardized procedures and records used for motor vehicle operation and control in the civil service;
- Supervises the fleet drivers to ensure that they comply with regulations as they relate to the use and care of vehicles and defensive driving; and that the work is accomplished in a manner consistent with the ministry's requirements;
- Organizes transportation to deal with emergency/disaster situations, as required;
- Implements mechanisms for investigating accidents involving government vehicles by maintaining close liaison with Ministry of Finance and the Public Service and the Auditor General's Department;
- Ensures that documentation of all accident being processed for the ministry's head office and Regional Health Authorities are submitted to the Legal Department in the Ministry, Ministry of Finance and the Public Service and the Attorney General's Department;
- Train drivers in preventive maintenance and defensive driving techniques;
- Provides periodic reports (monthly and quarterly as appropriate) on fleet operation including information on vehicle availability and status of repairs, accidents, fuel consumption, acquisitions and disposals, and specified operating costs.

### **C.) Human Resource Responsibilities:**

- Provides leadership to staff supervised through effective goal setting, delegation and communication;
- Manages the welfare and development of staff supervised through the preparation of Performance Evaluation and recommends training and other programmes;
- Provides guidance to staff supervised through coaching, mentoring and support as necessary;
- Monitors the operations of the Unit and oversees and/or participates in the review and evaluation of the work of assigned staff;

- Promotes the building of institutional knowledge for the Unit by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff adheres to the policies and procedures of the Branch;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff in the Branch and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends/administers disciplinary action in keeping with established Human resource policies;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Conducts monthly and ad hoc staff meetings.

**D.) Other Responsibilities:**

- Performs any other related duties, as assigned by the Director, Security and Transport.

**4. PERFORMANCE STANDARDS (How Success Will Be Measured)**

- Annual Budget and Work Plan for unit prepared within established timeframe and in the appropriate format;
- Effective transport policies, procedures and systems implemented within agreed timeframe;
- Inventory system implemented within the given prescribed time;
- Preventative maintenance schedule developed and implemented in accordance with established standards and within specific timeframe;
- Board of Survey inspections recommended in keeping with Government of Jamaica Transport policy and procedures;

- System for vehicle assignments are efficient and maintained as agreed with ministry's policy and procedures;
- Fleet of vehicles managed in accordance with government's and ministry's policies and procedures;
- Reports submitted are accurate, comprehensive and prepared in a timely manner.

## 5. INTERNAL AND EXTERNAL CONTACTS

### i) Internal

Contact (Title)	Purpose of Communication
Permanent Secretary	Matters relating to the transport portfolio for the Ministry
Director, Corporate Services	Matters relating to the transport portfolio and provide feedback
Director, Security and Transport	Matters relating to the transport portfolio, work assignment, general information, feedback
Other members of staff	Request for use of vehicle
Regional Health Authorities	Interpretation of policy, purchase of and type of vehicle, reports on accidents

### ii) External Contact

Contact	Purpose of Communication
Contractors/garage owners	Matters relating to servicing and repair of vehicles, payment of bills
Motor Vehicle Dealers	Acquisition and maintenance of motor vehicles
Insurance Companies	Insurance of motor vehicles
MDA's (Finance & the Public Service, Auditor General's Dept., Board of Survey, Tax Dept., National Works Agency	Matters relating to motor vehicles

## 6. REQUIRED COMPETENCIES:

### Core

- Ability to communicate effectively orally and in writing;
- Good interpersonal skills and people management;
- Strong decision-making and critical thinking skills;
- Excellent leadership, networking and relationship-building skills;
- Excellent analytical and problem solving skills;
- Good planning, organizing and time management skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to motivate, persuade and influence others;
- Ability to prioritise among conflicting demands;
- Good customer relations skills;
- Excellent skills in teamwork and cooperation;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Ability to exercise tact and diplomacy in dealing sensitive and confidential employee situations;
- Strong goal/result orientation;
- Keen listener;
- Managing external relationships;
- Compliance
- Excellent integrity/ethics exercised in the performance of duties.
- Maintains a high level of productivity and self-direction;

### Technical

- Knowledge of Government's policies and procedures governing the

operations, maintenance and repairs of government owned vehicles;

- Knowledge of Ministry's Policies and Procedures pertaining to vehicles;
- Knowledge of fleet management/maintenance;
- Knowledge of various models of vehicles, cost, utility, source etc;
- Excellent knowledge of auto mechanics;

**7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

- Bachelors Degree in Transport Management;
- Minimum of four (4) years experience in fleet management at a supervisory level;
- Any equivalent combination of education and experience.

**8. SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- May be required to work beyond normal working hours as necessary;
- May be required to work in national emergency situations;
- Working on weekend when required;
- Working on the road at times;
- Holder of a Valid General driver's license.

**9. AUTHORITY TO:**

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Manager, Transport,  
Transport Branch,  
Prepared by: HR Consultant,

Corporate Services Division/Security and  
Ministry of Health,  
September 06, 2016



- Prepare and check requisitions in respect of motor vehicle registration/licensing and fitness certificates;
- Certify payment for servicing of motor vehicles;
- Recommend quantity and type of Ministry of Health transport requirement;
- Direct the official use of vehicular transport

#### **10. WORKING CONDITIONS**

- Normal office conditions.