



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Transport Officer (New)
JOB GRADE:	GMG/AM
POST NUMBER:	
DIVISION/BRANCH:	Corporate Services Division/Security and Transport Branch
SECTION/UNIT:	Transport Unit
REPORTS TO:	Director, Corporate Services
MANAGES:	

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 supervision of the Manager, Transport, the Transport Officer is responsible for keeping accurate records of vehicles and maintaining an efficient transport system for the Ministry of Health.

2. KEY OUTPUTS (Results, Deliverables):

- Accurate and up-to-date records maintained;
- Renewal of insurance documents prepared;
- Visual and physical inspections conducted;
- Research on efficient garages conducted;
- Investigations for cause of accidents conducted;
- Road worthy vehicle;
- Advance Card System and/or issue gas coupons managed;
- Request for vehicles coordinated;
- Monthly reports prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks):

- Develops individual work plan;
- Maintains a computerized inventory record of all vehicles assigned to the Ministry of Health and its agencies, providing a full description to enable identification by; including license number, fleet number, vehicle make, model and colour, load capacity, engine and chassis number, type of fuel used and date acquired, purchase price, accessories and tools on the vehicle;
- Commissions new vehicles in keeping with the Ministry of Finance and the Public Service and Ministry of Health policies and procedures;

Transport Officer,
Transport Branch,

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- Prepares documents for renewal of insurance as required;
- Conducts periodic visual and physical inspections of all vehicles to determine their status in accordance with regulations; Recommend replacement as necessary;
- Conducts research to find the most efficient authorized garages to undertake servicing and repairs to Ministry vehicles and make recommendation to manager;
- Conducts investigations into accidents involving the Ministry of Health's vehicles and ensures the procedures relating to government vehicles are adhered to;

- Recommends Board of Survey inspection of Ministry of Health vehicles to the Manager, Transport for the official documentation to be prepared and **Submission** to Ministry of Finance and the Public Service for vehicle to be condemned;
- Carries out transfer of the vehicle to the purchaser. When a vehicle has been condemned and sold at public auction;
- Implements a preventative maintenance programme for all vehicles;
- Ensures that vehicles are serviced and repaired as per maintenance schedules or according to specified instructions;
- Ensures that all vehicles are serviceable and roadworthy;
- Ensures that pre and post inspection are carried out by the National Works Agency;
- Conducts all transactions relating to the Ministry's vehicles at the Tax Administration Office;
- Manages the Advance Card System and/or issue gas coupons to vehicles assigned to the Ministry of Health;
- Ensure that fuel and oil requested is directly related to the use of the vehicle for official assignments;
- Coordinates and dispatches request for vehicles;
- Coordinates driver training/refresher course for all Ministry of Health drivers;

- Prepares monthly report on activities undertaken;
- Performs any other related duties that may from time to time be assigned.

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

1. Accurate and up-to-date records maintained in keeping with the ministry's policies and procedures;
2. Renewal of insurance documents prepared within set timeframe;
3. Visual and physical inspections conducted in a timely manner;
4. Research on authorized garages to undertake servicing and repairs of vehicles conducted in accordance with established guidelines and in a timely manner;
5. Incidents and accidents are reported and investigated in a timely manner;
6. Vehicles are maintained as per maintenance schedule and road worthy;
7. Advance Card System and/or issue gas coupons managed in keeping with government's and the ministry's policies and procedures;
8. Request for vehicles coordinated and dispatched within a prescribed time as per availability;
9. Monthly reports submitted are accurate, comprehensive and prepared in a timely manner

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Contact (Title)	Purpose of Communication
Director, Corporate Services	Matters relating to the transport portfolio and provide feedback

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Contact (Title)	Purpose of Communication
Director, Security and Transport	Matters relating to the transport portfolio and provide feedback
Manager, Transport	Matters relating to the transport portfolio, work assignment, general information, feedback
Other members of staff	Request for use of vehicle
MOH drivers	Advance Card System and/or issue gas coupons
Regional Health Authorities	Reports on accidents

ii) External Contact

Contact	Purpose of Communication
Contractors/Garage owners	Matters relating to servicing and repairs of vehicle
Insurance Companies	Renewal of insurance of motor vehicles
Tax Administration	Registration and other tax transactions
National Works Agency	Inspection of vehicles

6. REQUIRED COMPETENCIES

Core

- Ability to communicate effectively orally and in writing;
- Good interpersonal skills and people management;
- Decision-making and critical thinking skills;
- Strong leadership, networking and relationship-building skills;
- Good 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.
- Good 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
- 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

- Diploma/Certificate in Transport Management;
- Minimum of three (3) years experience in fleet management;
- Any equivalent combination of education and experience.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

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

9. AUTHORITY TO:

- Prepare and check requisitions in respect of motor vehicle registration/licensing and fitness certificates;
- Recommend payment for servicing and repair of motor vehicles
- Recommend quantity and type of Ministry of Health transport requirement
- Recommend termination of contracts garage owners.

10. WORKING CONDITIONS

- Normal office conditions;
- Direct exposure to dust and inclement weather at times.