

**SIERRA LEONE CIVIL SERVICE
JOB DESCRIPTION
ASSISTANT DIRECTOR RAIL/ROAD**

JOB DETAILS

Job Title: ASSISTANT DIRECTOR RAIL/ROAD

Supervisor/ManagerTitle: Deputy Director Of Transport Operations

MDA: MINISTRY OF TRANSPORT AND AVIATION

Unit/Division/Directorate: TRANSPORT DIRECTORATE

Grade: 9

Job Summary

Under the guidance of the Director, Transportation, the job holder is responsible for the planning, coordination and implementation of rail and road operations including development of operating procedures. He/she will also assist with technical training, supervision of staff to ensure the effective achievement of the Ministry's goals and objective.

Key Duties

Duty/responsibility	Estimated Percentage of time (%)
Provide support in the formulation, review and implementation of policies, strategies and programmes for the effective and efficient operation of rail/road transport in collaboration with line agencies.	20%
Assists in planning, coordination and education of rail and road operations including development of operating procedures.	10%
Collaborate with development partners, relevant statutory bodies and institutions for the implementation of rail and road programmes in line with the Directorate's mandate and to ensure standards are maintained.	30%
Advises the Director on matters which may have an adverse impact on rail operations and proffer suitable recommendations to problems	10%
Collaborate with relevant agencies in monitoring and evaluation of programmes, projects and activities related to rail/road to ensure compliance with policies, procedures, safety rules and regulations.	20%
Assist to organise training and capacity building programmes to update staff on current and emerging trends in the transport sector.	10%

Occasional duties

The jobholder may be required to:

- Attend workshops, seminars, meetings, conferences, etc.
- Perform such other duties directly related to the main duties listed above or related to the delivery of result in the roles assigned.

Judgement and Decision-Making

The job holder may proffer advice and making recommendations to the Director and other stakeholder on implementation of plan and policy guidelines and specifications related to road and rails.

Educational Requirements

- A minimum of a Bachelor's degree in Mechanical Engineering, Logistics and supply Chain Management and Fleet Management, Social Sciences or an MBA or M.Sc. plus a full academic year professional qualification in specific transport such as Urban Mobility, Public Transport, Transport Policy/Planning, Development and Management from an accredited institution.
- Proficiency in the use of Transportation management systems (such as Freightview, Transwide TMS, or UltraShip TMS)

Related Job Experience

A minimum of Six (6) years' proven experience working with the public sector three (3) of which must have been at supervisory level preferably with a specialization in in Urban or Rural transportation management.

Competencies/skills

- Extensive knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of principles and methods for moving people or goods by, rail or road, including the relative costs and benefits.
- Experience in implementing transport sector projects
- Knowledgeable in computer software applications such as Freightview, Transwide TMS, or UltraShip TMS
- Knowledge of Transport Planning, Management and Contract Administration.
- Knowledge of Government Transport Act, policies and Regulations.
- Ability to conduct research and developing bankable proposals
- Excellent communication and presentations skills
- Planning and project management skills
- People Management Skills
- Persuasive and negotiation skills
- Project management skills

Work environment

The job is mostly an office-based role with minor exposure to hazards and moderate exposure to physical activities due to prolonged use of computer. There is also an infrequent requirement to make an early start or late finish to work.

