

**SIERRA LEONE CIVIL SERVICE  
JOB DESCRIPTION  
ASSISTANT TRANSPORT OFFICER**

**JOB DETAILS**

**Job Title: ASSISTANT TRANSPORT OFFICER**

**Supervisor/Manager Title: Senior Transport Officer**

**MDA: MINISTRY OF TRANSPORT AND AVIATION**

**Unit/Division/Directorate: TRANSPORT**

**Grade: 6**

**Job Summary**

The job holder is responsible to provide support in the planning, coordination and implementation of goals and strategies for the management of fleet and transport services such as repairs, preventive maintenance, and disposal in line with established policies and procedures.

**Key Duties**

Duty/responsibility	Estimated Percentage of time(%)
Assist with the planning and management of fleet services such as repairs, preventive maintenance, and disposal in line with established policies and procedures	10%
Participate in the development of goals and strategies for the management of Government vehicles and other forms of transportation at the level of the MDA.	10%
Assist with the supervision of drivers and conducting regular training and testing in traffic rules, signage, signaling and ensure the availability of an up-to-date driver's license.	20%
Recommend to the supervising officer for preventive maintenance and repairs and report on the services as carried by vendors	10%
Updating the inventory of vehicles, tools, parts, and supplies for respective the MDAs.	20%
Ensure compliance with Ministry of Transport's policies, guidelines, procedures, regulations and other laws related to transportation at the MDA level.	10%
Monitor and ensure strict adherence to the implementation of Logbooks by all Drivers in the Ministry to and monitor their use in order to track vehicle mileage and movement.	10%
Prepare and submit regular and comprehensive monthly reports to the appropriate authorities on vehicle movements and problems.	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 be required to make decisions regarding routine maintenance and deployment of drivers.

### Educational Requirements

- A minimum of a Diploma/Certificate in: Civil/Transport Engineering, Transport Economics or any related discipline from an accredited institution.
- Proficiency in the use of Microsoft Office, Transportation management systems (such as Freightview, Transwide TMS, or UltraShip TMS)

### Related Job Experience

No experience required at this level

### Competencies/skills

- Must be computer literate
- Basic knowledge and experience in implementing transport sector projects
- Basic experience in supply chain processes
- Knowledge of policies, priorities and functions of the Ministry and the government priorities.
- Knowledge on Transport Act and Regulations.
- Ability to conduct research
- Excellent communication and presentations skills
- Planning and 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.

