

**SIERRA LEONE CIVIL SERVICE
JOB DESCRIPTION
SENIOR TRANSPORT OFFICER –FLEET MANAGEMENT**

JOB DETAILS

Job Title: SENIOR TRANSPORT OFFICER - FLEET MANAGEMENT

Supervisor/ManagerTitle: Assistant Director Fleet Management

MDA: MINISTRY OF TRANSPORT AND AVIATION

Unit/Division/Directorate: TRANSPORT

Grade: 8

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 (%)
Provide support in the area of 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%
Support the Assistant Director of Fleet Management in conducting regular training and testing in traffic rules, signage, signaling and ensure that Drivers driving licenses are up-to-date.	20%
Establish and maintain an inventory of vehicles, tools, spare parts, and supplies for respective MDAs.	10%
Ensure compliance with Ministry of Transport and Aviation's policies, guidelines, procedures, regulations and other laws related to transportation at the MDA level.	10%
Recommend to the Supervising Officer for preventive maintenance and repairs of Government Vehicles.	10%
Monitor and ensure strict adherence to the implementation of Logbooks by all Drivers in MDAs.	10%
Provide support in the conduct of regular trainings for drivers through SLRSA , SLRTC and Private sector experts	10%
Prepare and submit regular and comprehensive monthly reports to the appropriate authorities on vehicle movements and problems.	5%
Supervise Transport Officers and Assistant Transport Officers on their day to day functions.	5%

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 jobholder may be required to make decisions regarding maintenance schedules and recommendations on disposal of obsolete or worn out vehicles and equipment.

Educational Requirements

- A minimum of a Bachelor in Engineering, Transport Economics or related disciplines 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 two (2) years' proven experience working in the transport industry preferably within the public sector.

Competencies/skills

- Must be computer literate
- Basic knowledge and experience in implementing transport sector projects
- Basic experience in supply chain processes
- Knowledge on 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.