



CIVIL SERVICE OF JAMAICA JOB DESCRIPTION & SPECIFICATION

Ministry/Entity: MINISTRY OF JUSTICE	
Job Title	Transport Manager
Job Grade	GMG/AM 3
Post Number	50033
Branch/Unit	Administration and Office Services
Division	Corporate Services
Reports To:	Director, Administration and Office Services
Direct Reports	Drivers
Indirect Reports	

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

A. JOB PURPOSE STATEMENT (reason for job existing)

Under the directions of the Manager, Procurement and Office Services, the incumbent is required to manage and maintain the Ministry's fleet of motor vehicles.

B. KEY OUTPUTS

- Serviced motor vehicle
- Updated motor vehicle document
- Vehicle secured
- Transport scheduled

C. KEY RESPONSIBILITY AREAS

Management of the Ministry's Fleet of Vehicles

- Develops and manages a schedule for the Ministry's fleet.
- Prepares and monitors the Ministry's fleet of vehicles maintenance schedule.
- Prepares and monitor a plan for the cyclical licensing of the Ministry's fleet along with other duties attached to operations of the fleet.
- Directs the Store Officer to issue vehicles to drivers and other assigned officers
- Ensures the collection of report(s) on motor vehicle accidents
- Prepares reports as required on motor vehicle maintenance or accidents for submission to the Head of the Administration Unit, the Financial Secretary, the Auditor General and the Attorney General if necessary.
- Performs other related duties as assigned by the Head of the Unit within the scope of training.
- Manages the update of motor vehicle documents for the Ministry and those assigned to the political directorate
- Oversees the proper maintenance of records for motor vehicle fuel and lubricants
- Manages the daily assignment of drivers and verifies transportation log book
- Ensures the security of Ministry's fleet of motor vehicles are serviced
- Draft budget for the Transport unit
- Verifies overtime/subsistence claims
- Prepare and submit report to supervisor
- Manages the development of director reports through coaching, mentoring, performance appraisals and training
- Ensures that director reports is aware of and adheres to the policies, procedures and regulations of the Division and Ministry
- Performs other duties as assigned.

D. PERFORMANCE STANDARDS

- Motor vehicles are serviced in accordance with maintenance schedule and within the allocated budget
- Motor vehicles returned to designated area, as guided by government motor vehicle policy
- Draft budget is completed and submitted within the agreed time frame and required format
- Fuel requests are certified within agreed budget
- Reports are completed accurately and in accordance with established guidelines
- Transport schedule is in place to adequately track and control drivers
- Overtime/subsistence claims are accurate and within budget

E. REQUIRED COMPETENCIES

(I. and II. See PMAS Competency framework for behavioural attributes)

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Oral Communication		Use of Technology	
Written Communication		Planning and Organising	
Integrity		Technical skills	
Team Work & Cooperation		Analytical skills	
Initiative		Good judgment	
Compliance		Problem Solving skills	
Time Management			
Interpersonal			
Adaptability			
Customer and Quality Focus			

III. Other Competencies	level
Demonstrate ability to prioritise and multi-task	

F. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

(a) Specific knowledge (however acquired) required to start:

- Excellent knowledge of motor vehicle policy
- Working knowledge of auto-mechanics

(b) Qualifications and Experience

- First Degree in Public Administration or Management Studies
- At least 3-5 years' experience at the managerial level

(c) Continuous Professional Development

- b. Attend relevant training on emerging trends and practices within the field.
- c. Network within the profession to keep abreast with the industry.

G. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- No adverse working conditions
- Willingness to travel
- Exposure to dusty environment

H. AUTHORITY

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