



CIVIL SERVICE OF JAMAICA  
JOB DESCRIPTION AND SPECIFICATION  
MINISTRY OF JUSTICE

<b>JOB TITLE:</b>	Manager, Transport & Fleet Management
<b>JOB GRADE:</b>	GMG/SEG 1
<b>POST NUMBER:</b>	50033
<b>DEPARTMENT/DIVISION:</b>	Corporate Services Division
<b>BRANCH</b>	Administration & Office Services
<b>REPORTS TO:</b>	Director, Administration & Office Services
<b>MANAGES:</b>	Administrator, Driver (x6) and Rider/Biker

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

### **Strategic Objectives of the Division ( in which the position is located):**

To enhance organizational efficiency by implementing and optimizing administrative, management systems, ensuring optimal resource use and service delivery in compliance with regulations and policies.

### **Job Purpose**

Under the leadership and direction of the Director, Administration & Office Services, the Manager, Transport & Fleet Management is responsible for the organisation, assignment, maintenance and security of the MOJ's fleet management systems and procedures in accordance with the Financial Administration and Audit Act and Regulations and the Revised Comprehensive Motor Vehicle Policy for the Public Sector. In addition, the Manager consults with the Court Management Division and coordinates the acquisition of vehicles for just over 60 supreme court judges in cyclical manner.

### **Key Outputs:**

- Fleet Management maintenance schedules established and maintained
- Systems and procedures for the management motor vehicles and drivers established and maintained
- Statutory Fleet management documentation managed
- Mail, documents, furniture, equipment and officers transported
- Motor Vehicle Incidents investigated and reported
- Fleet Management stock managed
- Potential New Vehicle purchase researched, and proposals made
- Fuel Consumption managed
- Technical advice and recommendation provided
- Annual/Quarterly/Monthly performance Reports prepared
- Individual work plans developed
- Staff coached and appraisals conducted

### **Key Responsibility Areas:**

#### **Technical/Professional Responsibilities**

- Provides day to day management and direction in the development and continual performance improvement of the Transport and Fleet Management Section;
- Ensures that all required processes, systems and controls are in place within the section to enable achievement of its objectives and the safe custody of motor vehicles, accessories and advance cards for fuel;
- Ensures that the section operates within the prescribed budget;
- Designs, implements and monitors mechanisms ensuring adherence to Public Sector Motor Vehicle Policy and the Financial Administration and Audit Act;
- Ensures that Driver's licence for each driver is current and free of encumbrance;
- Collaborates with the ICT Branch to design ICT solution to provide alerts on the validity of insurance, certificate of fitness and licence for motor vehicles and request payment through Finance and Accounts Division when applicable;
- Designs and manages approaches that ensures that logbooks for motor vehicles are maintained on a daily basis and monitored periodically.
- Collaborates with the Tax Administration Jamaica to ensure that motor vehicle taxes are paid on time and related matters are addressed;

- Establishes and maintains duty roster of drivers on weekly basis on the transportation requirement of the MOJ;
- Implements and maintains schedules to dispatch parcels and transportation of staff on official business or extenuating circumstances as applicable;
- Reviews business processes and recommends and implements changes in transport procedures;
- Manages the maintenance of all MOJ's fleet by preparing the relevant requests and dispatching motor vehicles to approved garages for regular service and monitoring the work done;
- Research and assesses replacement options for vehicles in the MOJ's fleet;
- Liaises with the MOFPS and motor vehicles dealers to coordinate the purchase of motor vehicles for MOJ and its subjects, including all Supreme Court Judges, DPP; and SG;
- Schedules vehicle assignments to economize on fuel consumption;
- Maintains inventory of motor vehicles and operational costs;
- Reconciles receipts with statements from relevant companies repairing vehicles;
- Analyses fuel statements from gas stations for consumptions trends and recommends conservation mechanisms;
- Monitors the use of the advance card system and flag breaches and other irregularities;
- Devises, implements and monitors mechanisms to ensure safe parking of vehicles, especially larger units;
- Arranges for re-training and recertification of drivers and registration and recertification of vehicles;
- Visits accident sites, prepares reports and communicate to relevant officers in accordance with existing regulations and follow up on such reports (investigation);
- Keeps records/history of drivers and accidents;
- Requests Board of Survey for the disposal of obsolete and redundant motor vehicles from the main inventory;
- Responds to Audit queries/observation relating to motor vehicles issues and related matters;
- Keeps abreast of changes and new developments in transport and fleet management.

#### **Management/Administrative Responsibilities**

- Manages the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans;
- Supervises preparation of reports to Director, Administration & Office Services and PD, Corporate Services and other relevant stakeholders;
- Attends internal committee meetings to address Transport and Fleet Management issues as necessary;
- Represents MOJ at meetings, conferences, workshops and seminars.
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design.

#### **Human Resources Responsibilities**

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Evaluates and monitors the performance of staff in the Branch and implements appropriate strategies;
- Coordinates the development of individual work plans and recommends performance targets for the staff assigned;

- Participates in the recruitment and training of staff of the Branch;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the division to ensure adequate staff capacity;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Ensures the well - being of staff supervised;
- Effect disciplinary measures in keeping with established guidelines/practices.

**Other Responsibilities**

- Performs all other duties and functions as may be required from time to time.

**Performance Standards:**

- Fleet management maintenance schedules established and maintained in accordance with agreed standards and within agreed timeframes;
- Systems and procedures for the management motor vehicles and drivers established and maintained in accordance with agreed standards and within agreed timeframes;
- Statutory Fleet management documentation managed in accordance with the Road Traffic Act, related Regulations and within agreed timeframes;
- Mail, documents, furniture, equipment and officers transported in accordance with agreed standards and within agreed timeframes;
- Motor Vehicle Incidents investigated and reported in keeping with the Road Traffic Act, related Regulations and within agreed timeframes;
- Fleet Management stock managed according to best practices and within agreed timeframes;
- Potential New Vehicle purchase researched, and proposals made in keeping with agreed standards and within agreed timeframes;
- Fuel Consumption managed in financially prudent manner and accord with the transportation needs of the ministry;
- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time;
- Individual Work Plans developed in conformity to established standards and within agreed timeframes;
- Staff coached and appraisals completed and submitted in accordance to agreed timeframes and standards;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

**Internal and External Contacts (specify purpose of significant contacts):**

**Internal Contacts**

Contact (Title)	Purpose of Communication
Principal Director, Corporate Services; Director, Administration & Office Services	<ul style="list-style-type: none"> <li>• Provide advice and contribute to decision making;</li> <li>• Identify emerging issues/risks and their implications, and propose solutions;</li> <li>• Receive guidance and provide regular updates on key Transport &amp; Fleet issues and priorities.</li> </ul>

Contact (Title)	Purpose of Communication
Senior Executives/Management in Divisions	<ul style="list-style-type: none"> <li>Develop and maintain effective working relationships</li> <li>Collaborate, exchange information, provide strategic Transport &amp; Fleet advice, support and feedback</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>Provide coaching, guidance and support.</li> </ul>
General Staff	<ul style="list-style-type: none"> <li>Develop and maintain effective relationships</li> <li>Provide expert advice and exchange information</li> </ul>

### External Contacts

Contact (Title)	Purpose of Communication
Departments and Agencies of the MOJ	<ul style="list-style-type: none"> <li>Develop and maintain effective relationships;</li> <li>Provides expert advice on Transport &amp; Fleet matters; and exchange information;</li> </ul>
MOFPS - BOS	<ul style="list-style-type: none"> <li>Motor Vehicle Disposal.</li> </ul>
Ministry of Transport/National Works Agency	<ul style="list-style-type: none"> <li>Motor Vehicle Inspections and approval for estimates for works to done.</li> </ul>
Bureau of Standards	<ul style="list-style-type: none"> <li>Provide expert advice and exchange information</li> </ul>
Professional Affiliations	<ul style="list-style-type: none"> <li>Provides expert advice and exchange information;</li> <li>Identify innovation and new opportunities for the Association.</li> </ul>
Contractors, suppliers and providers of services	<ul style="list-style-type: none"> <li>Monitors TOR for goods and services and related interventions;</li> <li>Exchange of information.</li> </ul>
General Public	<ul style="list-style-type: none"> <li>Collaborate on matters, exchange information, provide advice and seek feedback</li> </ul>

### Required Competencies:

I. Core Competencies	Level	II. Technical/Functional Competencies	Level
Adaptability	2	Accountability	2
Compliance	2	Analytical thinking	1
Customer and Quality Focus	2	Attention to Detail	2
Initiative	2	Coaching and Mentoring	1
Integrity	2	Goal/Results Oriented	1
Interpersonal	2	Methodical	2
Oral Communication	2	Operating Equipment	2
Team Work & Cooperation	2	Planning and Organising	1
Time Management	2	Presentation and Reporting	1
Written Communication	2	Problem Solving and Decision-making	1
		Resilience	1
		Stress Tolerance	2
		Technical Skills	2
		Use and Application of Technology	1

<b>I. Key Competencies</b>
Excellent Knowledge of motor vehicles, which relates to their parts and functions;
Excellent knowledge of the Comprehensive Motor Vehicle Policy for the Public Sector;
Knowledge of the prices which affects the petroleum products locally and international to establish and maintain the consumption of fuel of motor vehicles;
Knowledge of Public Procurement Laws and Regulations;
A high level of initiative and self-motivation;
Ability to take initiative and manage multiple tasks and projects simultaneously.
Sound knowledge in developing detailed subcontractor scopes of work for fleet management;
Expert knowledge of plant operations, maintenance and repairs.
Knowledge of the Financial Administration and Audit Act Instructions and Regulations;

**Minimum Required Education and Experience**

- Bachelor’s Degree in Management Studies, Public Sector Management, Business Administration or similar discipline OR NVQJ Level 4 Automotive Management – HEART NSTA;
- Certification in Auto Mechanics/Fleet Management Processes;
- Three (3) years’ experience working in a fleet management or transport environment.

**Authority:**

- Assignment of motor vehicles;
- Escalates unsolved fleet management matters to the Director, Administration & Office Services & Principal Director;
- Recommends staff appointments, promotion, recruitment, disciplinary action, leave and general welfare issues;
- Recommends relevant training and development programmes for direct reports to enhance knowledge and performance.

**Specific Conditions associated with the job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- Will be required to travel locally in furtherance of core duties and to attend conferences, seminars and meetings.