

 **CENTRAL WATER AUTHORITY**
SCHEME OF SERVICE

POST	TRANSPORT OFFICER (on contract)
SALARY	Negotiable in the range of Rs30,700 to Rs 49,250
RESPONSIBLE TO	Administrative Manager
QUALIFICATION	<p>A. Cambridge School Certificate with credit in five subjects including English Language, French and Mathematics or Principle of Accounts obtained at not more than two sittings.</p> <p style="text-align: center;">OR</p> <p>Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principle of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or in six subjects including English Language with at least Grade C in any one subject.</p> <p>Note:</p> <p>Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at 'Principal Level' and one subject at 'Subsidiary Level' as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.</p> <p>B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".</p> <p style="text-align: center;">OR</p> <p>Equivalent qualifications to A and B above acceptable to the Board.</p> <p>C. A Diploma in Logistics and Transport Management or Mechanical Engineering or Diploma in Management or Administration.</p> <p>D. Holder of a valid driving licence.</p> <p>EXPERIENCE</p> <p>E. Reckon at least three (3) years of experience in the field of Logistics and Transport or related field.</p> <p>F. Candidates should:</p> <ul style="list-style-type: none"> • Be computer literate • Be able to work under pressure • Possess good interpersonal and communication skills • Ability to proactively address issues and resolve problems • Ability to lead and manage teams • Strong problem solving skills with the ability to think critically and prepare effective solutions.

RESPONSIBILITIES	<ul style="list-style-type: none"> • The Transport Officer is responsible for all the fleet of vehicles of the Authority. He must ensure that all vehicles are maintained in good running conditions so that to ensure prompt service to all stakeholders. He must also ensure that all vehicles strictly comply to the local legislations as Road Safety Act. • The timely and cost effective reduction management of the Authority. • Ensure proper planning, organization and monitoring of work performed by the drivers. • Monitor GPS system and take corrective actions for all anomalies pertaining to GPS Report. • Analyse cost of Repairs and advise management accordingly. • Preventive measures.
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DUTIES	<ol style="list-style-type: none"> 1. To manage and oversee the daily operations of the Transport Unit of the Authority. 2. To assist in the planning and day to day management of the vehicles of the Authority. 3. To ensure the collation and analysis of vehicles logbooks and other transport related documentation. 4. To ensure maintenance/repairs of all vehicles of the Authority in a timely manner and that all safety requirements are met. 5. To carry out road test of vehicles as and when required. 6. To monitor the transport system through the GPS 7. To ensure allocation of work to drivers as required 8. To ensure that all vehicles which are part of the Authority's fleet, are legally safe on the road in terms of legal paperwork, mechanical equipment. 9. To keep record of all expiration of legal documentations (Insurance, NTA, Declarations etc.) pertaining to the fleet of vehicles. 10. To ensure that all vehicles are kept clean and in a professional state. 11. To plan and arrange for regular servicing of all vehicles of the Authority. 12. To prepare reports relating to transport issues. 13. To monitor the work and provide guidance to officers of the Transport Unit. 14. To monitor the mileage allocation of officers using their private cars for official purpose. 15. To attend to accidents involving CWA vehicles and liaise with the Insurance companies for settlement of claims. 16. To represent the CWA in court for accidents involving CWA vehicles.
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17. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Transport Officer in roles ascribed to him.

Approved by CWB on 29 August 2023

Signature of Secretary to Board: 

