



PAPUA NEW GUINEA PUBLIC SERVICE

JOB DESCRIPTION



Form 002.1

1. IDENTIFICATION

AGENCY Works & Highways	SYS. POSN. NO:	REF. NO: 44FOPPTS09	
OFFICE Works	DESIGNATION/CLASSIFICATION: Transport Officer - Grade 12		
DIVISION Plant & Transport	LOCAL DESIGNATION: Transport Officer		
BRANCH Office of Provincial Mechanical Engineer	REPORTING TO: Supervisor Transport and Admin	SYS. POS. NO:	REF. NO:
SECTION Admin & Accounts	LOCATION Kimbe , West New Britain Province		

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
111 – 60 – AOO	01/12/2015	Re-no , Re-design , Re-class

2. PURPOSE

Direct and supervise the lease/hire activity of the division applying commercial concepts and principles in revenue generation and cost control.

3. DIMENSIONS

3.1 This position exists to supervisory responsibilities in the area of Leasing and Hiring Services and the position is strategically defined to ensure performance and that PTD in the province achieves its outcomes.

3.2 Hence this position is adequately supported to be able to achieve its objectives.

4. PRINCIPLE ACCOUNTABILITIES

4.1 Full utilization of plant & transport units deployed to the province to generate revenue.

4.2 Ensure revenue billed for plant and transport hire hours is received in complete and appropriately accounted for.

4.3 Keep tab on plant and transport units on hire to mitigate loss.

4.4 Account for all accidents and intentional destruction.

4.5 Issue government vehicles registration numbers and other stationary.

5. MAJOR DUTIES

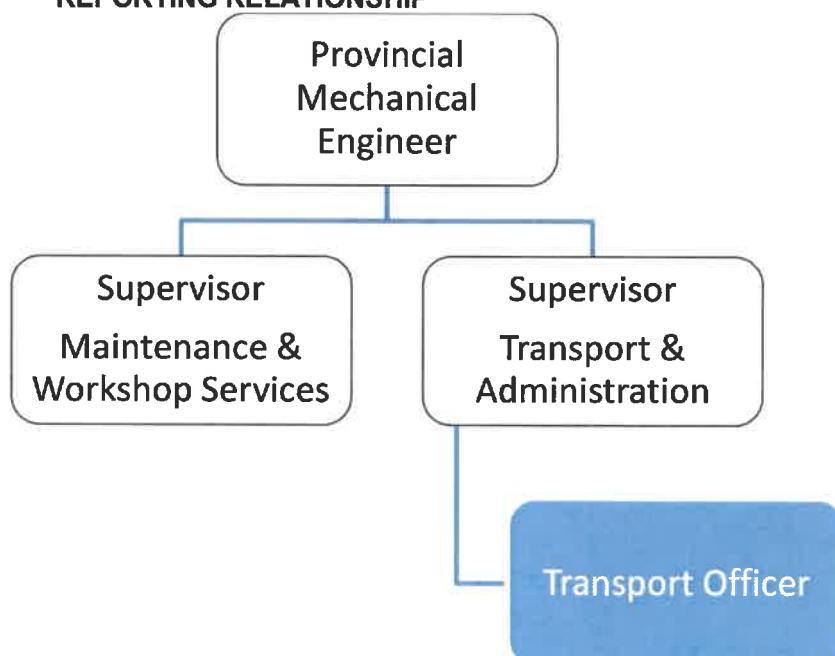
5.1 Coordinate timely revenue collection derives from hires of plant/vehicles and ensures payments are receipted. Prepare monthly financial reports and submit to HQ for review. The

Transport Officer is also responsible for accident reporting and investigation, vehicle registration and issuing of driving permits.

- 5.2 Follow up outstanding debts with client departments and maintain proper records for units on permanent and casual hire.
- 5.3 Ensure control and inventory of all vehicles are consistent with existing hire procedures.
- 5.4 Maintain health and safety standards within work environment.
- 5.5 Keep vehicles clean at all times.
- 5.6 Coordinate transport requirements during major national events.
- 5.7 Revenue operating system and procedures are reviewed and where changes are necessary introduce such change and implement.
- 5.8 Maintain accident register and report to Police (Traffic Section) on accident involving state owned vehicles and ensure recovery of all accident cost.
- 5.9 Assist with issue of PTB driving permits and monitor expiry dates for renewal.
- 5.10 Assist in the staff development and training.
- 5.11 Carry out other activities as directed from time to time.

6. NATURE AND SCOPE

6.1 REPORTING RELATIONSHIP



6.2 WORKING RELATIONSHIP

(a) Internal

- The Transport officer reports to Supervisor Transport & Administration on matters relating to his/her job.
- Liaise with other staffs of the division.

(b) External

Not Applicable

6.3 WORK ENVIRONMENT

This position is strategic for the successful mandate of PTD in terms of raising revenue and therefore a statutory, specialist and administrative position, which is in the forefront of business for PTD in the province.

7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

RULES & PROCEDURES	<ul style="list-style-type: none">▪ Pubic Finance (Management) Act▪ Public Service (Management) Act▪ Public Service General Orders▪ Public Service Code of Ethics▪ Department of Works – PTD Plant Manual
EXPECTED BEHAVIOUR	<ul style="list-style-type: none">▪ Information Confidentiality▪ Customer Service & PR▪ Co-operation & Transparency to Supervisor & Co-worker▪ Work Output Accuracy
DECISION-MAKING ABILITY	<ul style="list-style-type: none">▪ Determines and makes duties within the scope of his work
RECOMMENDATIONS	<ul style="list-style-type: none">▪ Submit recommendations to higher authorities for consideration and approval based on the scope of the job.

8. CHALLENGES

- The Transport Officer is bound to operate within the principles outlined or specified in the job descriptions.
- Promote better working relationship within the division
- Initiate and develop changes for the betterment of the division.

9. QUALIFICATIONS, EXPERIENCES AND SKILLS

(a) Qualification

Hold a Grade 12 certificate and/or an equivalent certificate of study acceptable to the Public Service Commission. A diploma in Business Studies/Public Admin or other field is highly desirable.

(b) Knowledge

Sound knowledge of plant and transport fleet management systems.

(c) Skills

Must have managerial, administrative ability and sound public relations skills.

(d) Works Experience

Must have experience of five (5) years or more in transport fleet management systems and procedures.