

## Director, Motor Vehicle Inspection and Safety Audits at National Transport and Safety Authority

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### Job Description

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The National Transport and safety Authority was established through an Act of Parliament; Act Number 33 on 26th October . The objective of forming the Authority was to harmonize the operations of the key road transport departments and help in effectively managing the road transport sub-sector and minimizing loss of lives through road crashes. Vision: Efficient, Reliable and Safe Roads in Kenya Mission: To continually improve accessibility of Kenya's road transport system for all users. Core functions: The main functions of the Authority as outlined in section 4 of the NTSA Act;

**Ref:** NTSA/05//09

### Key Duties and Responsibilities

#### Managerial / Supervisory Responsibilities

Propose and advice on policy formulation within the public transport sector;

Develop work plans and budgets for the directorate;

Oversee the execution of approved directorate work plans and budgets;

Oversee performance management in the directorate;

Prepare and submit monthly, quarterly and annual reports for the directorate;

Prepare Board and Management Papers for approval;

Identify training needs for the personnel in the directorate;

Participate in the recruitment of staff within the directorate;

Participate in the development and review of the Institution's strategic plan;

Identify procurement needs for the directorate;

Mentor and coach directorate staff; and

Participate in various committees in the Authority upon appointment.

### **Technical Responsibilities / Tasks**

Ensure efficient and effective management of the Motor Vehicle Inspection Centers;

Advising the Management and the Board on matters relating to motor vehicle inspections & audits of road safety ;

Develop and implement road safety audit manuals and procedures;

Ensure implementation and monitoring of the motor vehicle standards;

Review/Audit road designs while ensuring that they meet road safety standards;

Oversee the upgrading of motor inspection centers;

Lead in inspection of public service vehicles whilst ensuring safety of the public;

Monitor and regulate NTSA's motor vehicle safety inspection programs;

Coordinate with other agencies/actors in the Road Transport Sector;

Oversee of private and Authority motor vehicle inspection centres;

Ensure inspection reports relating to traffic accidents are compiled and necessary action taken by the Authority;

Developing vehicle standards in conjunction with relevant agencies;

Oversee vetting of bus body builders and recommend for licensing;

Development of vehicle standards in collaboration with Kenya Bureau of Standards;

Oversee Audits on Road Safety and check on compliance by road agencies and county governments;

Coordination of Accident/ Crash Investigations & recommend Remedial measures to relevant agencies; and

Developing proposals for funding and resources for training and implementation of the Authority programmes /projects from development partners.

### **Policy Development**

In collaboration with Road Agencies and County Government, develop, review and implement Laws, regulations, internal policies and procedures.

### **Administrative Duties**

Provide continuous leadership, supervision, training and development of the directorate staff by ensuring an effective and motivated team;

Ensure the fulfilment of the directorate's performance contract targets;

Develop mechanisms for corporate consultation, increase public participation and involvement in Authority's policies and programs; and

Generate and streamline revenue collection for the Authority.

### **Qualifications and Experience**

To be appointed to this role, the successful candidate must be a Kenyan citizen and possess the following key requirements;

A Bachelor's degree in either Civil, Automotive or Mechanical engineering or a related field from a recognized institution;

A Master's degree in any of the disciplines in either Civil, Automotive or Mechanical engineering or a related field from a recognized institution;

At least fifteen years' relevant work experience, five of which must be at a senior management level in a large organization;

Attended Leadership Course lasting not less than four weeks from a recognized institution is an added advantage;

Computer proficiency;

Demonstrated a high degree of professional competence, managerial and administrative capability in work performance and exhibit a thorough understanding of Authority's goals, policies and objectives.

Training/working knowledge in traffic engineering will be an added advantage.

The candidate should also be a registered Professional Engineer with the Engineering Board of Kenya.

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