



SCHEME OF SERVICE

Organisation:	National Transport Corporation
Post:	Traffic Manager
Salary :	Rs 57600 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 91375 (NTC 28)
Effective Date:	30 January 2020
Qualifications:	<p>A. A degree in Transport or Logistics and Transport or Economics from a recognised institution <u>or</u> an equivalent qualification acceptable to the Board.</p> <p>B. Candidates should –</p> <ul style="list-style-type: none">(i) reckon at least four years’ post-qualification experience at managerial/administrative level;(ii) have a track record to demonstrate commitment to the provision of high quality services;(iii) possess good problem-solving skills and have the ability to think strategically;(iv) possess good interpersonal and communication skills;(v) be proactive and able to meet tight deadlines; and(vi) be computer literate. <p>Candidates should produce written evidence of experience/knowledge claimed.</p>
Role and Responsibilities:	To be responsible for the overall management of the Traffic Department of the Corporation and to ensure the provision of a professional and efficient service.
Duties:	<p>1. To ensure –</p> <ul style="list-style-type: none">(i) that route operations are carried out in the most efficient way, taking into consideration the service level and specificity of each route operated by the Corporation;(ii) that operations within the Planning and Private Hire Units are carried out as per established procedures approved by the Board; and(iii) proper co-ordination between Regional Offices of the Corporation with regards to normal route operations as well as the passenger generating events throughout the island.

2. To supervise the regular review of route operations by the Planning Department with a view to adapt to changing passenger demands and adhere to changes in route itineraries.
3. To prepare Management and any other Statutory reports required by the Board and other Authorities.
4. To represent the Corporation at meetings, as and when required.
5. To create awareness through proper training programs for all Traffic Staff to become conscious to the notion of customer care and the provision of a reliable and safe travel in NTC fleet.
6. To use ICT in the performance of his duties.
7. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Traffic Manager in the roles ascribed to him.

Prescribed on: 30 January 2020