



Terms of Reference for Motor Transport Officer

Overall Responsibilities

Motor Transport Officer shall be responsible for overall management of the vehicles and machineries at sites. He shall ensure efficient and effective utilization of vehicles through timely maintenance, assess and plan requirement of spares and other necessary items and mobilize from various sources. He shall communicate and coordinate with various cost centers including Corporate Office.

Specific responsibilities

- a. He shall mobilize, coordinate and monitor the utilization and maintenance of company's vehicles and machineries.
- b. Verify and act immediately as soon as the information and reports are received from the site offices.
- c. Based on the reports received, identify and negotiate rate(s) and issue work order.
- d. Shall mobilize the spares in consultation with Procurement Section and dispatch to workshop or site and intimate the driver and concerned staff at the site.
- e. Receive and verify bills and submit to Accounts and Finance Division for payment.
- f. Vehicles/machines are used for intended purpose only and nor kept idle.
- g. Maintain history books of all vehicles and machineries.
- h. Maintain vehicle/machine number wise documentation on all issues and problems including the expenses.
- i. Build relationships with vendors for spare parts and maintenance.
- j. Work closely with vendors and the Procurement Manager to obtain needed materials with particular attention to cost control, quality and timely delivery.
- k. Ensure proper maintenance of vehicles and supervision of repair works.
- l. Ensure all required documents such as insurance, vehicle registration, log books are up to date.
- m. Ensure that drivers comply with all road safety regulations, health and safety regulations, RSTA Act and RGoB Rules and regulations.
- n. Report serious mechanical problems to appropriate officer.
- o. Shall immediately inform the nearest police station of the accident and shall assess/inspect the vehicle and submit reports to management and site office.
- p. Inspect and check the vehicles on periodic basis.
- q. Improve professional capacity of drivers and other staff on preventive maintenance, carry out minor and roadside repairs and create awareness on relevant rules and regulations.
- r. Shall prepare and submit periodic reports to management on consumption of POL, tyres and repair/maintenance expenses.



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Management

- a. Monitoring and controlling resources and overseeing the spending of money.
- b. Developing specific goals and plans to prioritize, organize, and accomplish your work.
- c. Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- d. Developing constructive and cooperative working relationships with others, and maintaining them over time.
- e. Encouraging and building mutual trust, respect, and cooperation among team members.
- f. Always cooperate and work as a team with shared goals and objectives.
- g. Support and follow corporate policy and processes at all times.
- h. Represent the company and its shareholders in a favorable manner at all times.
- i. Act with the highest level of professionalism, integrity, and ethical character at all times.
- j. Timely submission of reports and information to Corporate Office.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- a. Do not operate the equipment which is/are not familiar/trained and authorized.
- b. Read the instruction/ask staff who can read and guide whenever you are issued with/use new appliances, disinfectants and other chemicals.
- c. Must wear protective gears at all times.
- d. Immediately report any accidents, risks and hazards to supervisor and take appropriate action
- e. Take actions to avoid potential hazards or obstructions, such as utility lines, other equipment, other workers, or falling objects.
- f. Monitor operations to ensure that health and safety standards are met.

Working Environment

- a. Will have to work beyond normal hours and shall subject to pressure to meet deadline and the targets.
- b. Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- c. Must work in all weather conditions and be prepared for both extreme heat and cold
- d. May at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Confidentiality



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- All machineries, gadgets, systems, documents and information at the office and sites shall belong to the Company and shall be protected and not disclose to outsiders.
- Shall not share any information or documents to outsiders without the permission of the concerned official.
- Shall not bring any outsiders/strangers in the office or to the site and give access to company's facilities and properties.

Qualification and experience

Diploma in *mechanical/auto mechanic* or with knowledge about spares, repair and maintenance, good PR, good communication and negotiation skills, street smart.

Skills, Knowledge & Attributes Required

He/she should have:

- Good written and communication skills.
- Good negotiation skills
- High level of honesty, reliability and integrity.
- Knowledge on relevant rules and regulations (RSTA & Procurement Rules).
- Excellent organization skills.
- Self-discipline/ability to work independently.
- Proven ability to work under pressure.
- Should have knowledge about store and inventory management.
- Attention to detail.

Type of employment

Regular

Grade, Salary and other benefits

Grade	- O3
Salary	- Nu.16,955.00
Corporate Allowance	- 20% of Basic Pay
PBVP	- 15% of Basic Pay to be paid at the end of the year based on performance

The selected candidate will be appointed as Motor Transport Officer and will be stationed at HTCM/Sales Office, S/Jongkhar.

The above grade and remuneration package are tentative and subject to change based on candidate's qualification and experience in relevant field.

Documents required

Corporate office: Samtse, +9755365885, P. Box #: 320, www.smcl.bt, email: smcl@smcl.bt



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1. SMCL application form(download from www.smcl.bt)
2. Curriculum Vitae (CV) clearly indicating requirements referred to above.
3. Documents required:
 - a. Copies of Academic Transcripts and Certificates,
 - b. Should have approved valid Security Clearance Certificate online.
 - c. Medical Certificate.
 - d. Copy of Citizenship Identity Card.
 - e. Separation Order/last Promotion Order (if employed).
 - f. Audit clearance if employed.
 - g. No Objection Certificate (to be submitted within 7 days after declaration of the result).

Application dateline

The application deadline is on or before 10th March 2021 before 5.00pm. It must be submitted to the HRAD, Corporate Office, Samtse in hard copy as per the sequence given under “Documents Required” during office hours.

Declaration of Confirmation:

I, _____, hereby acknowledge receipt of the Motor Transport Officer’s job description for State Mining Corporation Limited. It is my responsibility to review this job description and ensure that I am familiar with its contents and comply with all requirements, duties, rules and procedures.

(Name and signature)

CID. No.

Place:

Date:

Note:

The statements provided above are intended to describe the general nature and level of work that an employee shall perform and is not a complete list of responsibilities, duties, and skills required.



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