

DEPUTY DIRECTOR ACCREDITATION

Duty Station:	Peshawar
No of Positions:	01
Report To:	Director Compliance, Monitoring and Accreditation
Salary Package:	Equivalent to BPS 18 of KP Project Pay Policy

A. Job Descriptions

i) Overall Role

The Deputy Director Accreditation will report to the Director Compliance, Monitoring and Accreditation. He/she will ensure that the service providers comply with accreditation, environment and safety standards through on-going monitoring of the compliance of the public transport vehicle standards, drivers training and accreditation (for Mass Transit System).

ii) Key Responsibilities

The position of Deputy Director Accreditation has as its primary responsibilities:

- Provide support and guidance to the Director Compliance, Monitoring and Accreditation on matters pertaining to accreditation and compliance issues of public transport vehicle standards and other licensed service provider standards.
- Ensure the service providers and their operations are provided in accord with the approved Urban Mobility Master Plan, KPUMA's specifications and standards and any relevant transport sector policies of Khyber Pakhtunkhwa and Federal Government in both substance and spirit.
- Work with the senior management of KPUMA where legislation regarding public transport vehicle standards and other licensed service provider standards needs to be updated or amended to improve of public transport fleet and service delivery.
- Where accreditation issues impact on public transport licensing and other matters, work with Deputy Director Licencing on reviews of standards of the service providers.
- The line management of Accreditation Inspectors in the Accreditation Branch.
- Management of the computer based recording of all accreditation and compliance records, statistics and other relevant information on a timely basis.

iii) Key Tasks

- Provide management, support and guidance on public transport vehicle standards, other licensed service provider standards and other activities under the responsibility of the Accreditation Branch.
- Maintain a cooperative, inclusive, professional and outcome focused (CIPOF) team approach.
- Provide reports to the Director Compliance, Monitoring and Accreditation as required.
- Plan, direct and coordinate the internal administration and functioning of the Accreditation Branch.
- Review annually the activities of the Accreditation Branch against future KPIs to be targeted as part of the review of the KPUMA Business Plan and relevant Operating Manuals.

- Assess the performance of the Accreditation Branch, conducting meetings with staff including regular individual staff performance reviews and formulate solutions to address any problems identified
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, expanding professional networks, and participating in professional societies
- Perform other related duties as required.

B. Position Requirements

i) Attainments

a) Qualification

Master in the discipline of transport policy/ transport planning / transportation planning and engineering or related discipline with Bachelor in civil engineering /urban and regional planning/ city and regional planning / mechanical engineering from a HEC recognized university.

Specialized Training - Vehicle inspection and accreditation, standards monitoring and assessment, policies and regulations, road safety, management, public /urban transport, professional team building, any other training considered relevant for the position.

Active affiliations - Membership of relevant recognized Industry or Professional Organisations.

b) Experience

At least 7 years of post-qualification relevant experience. Experience in a similar role or as a motor vehicle inspector is highly desirable. Proficiency in IT, Microsoft Office and relevant software(s) is essential.

ii) Core Competencies

- Experience and knowledge of public transport vehicle standards and the operations of public transport service providers;
- Experience in effectively implementing government regulations and standards;
- Excellent oral and written communication skills;
- Demonstrated ability to manage a team of accreditation, environmental compliance and other administrative personnel;
- Demonstrated ability to achieve successful and timely outcomes within a defined budget;
- Demonstrated ability to take responsibility and to delegate responsibility;
- Demonstrated knowledge of the urban transport sector in Pakistan, its challenges and opportunities; and
- Proficiency in IT, Microsoft Office and relevant software (s) is essential.

iii) Circumstances

- Age 35 - 45 years.
- Fluency in English and Urdu. Pashto will be considered an added advantage.
- Good health, allow to work long and irregular hours (when required).