

DIRECTOR COMPLIANCE, MONITORING AND ACCREDITATION

Duty Station:	Peshawar
No of Positions:	01
Report To:	Managing Director
Salary Package:	Equivalent to BPS 19 of KP Project Pay Policy

A. Job Description

i) Overall Role

The Director Compliance, Monitoring and Accreditation will report to the Managing Director. He/she will be led the on-going monitoring of the assigned declared project (e.g Peshawar BRT to TransPeshawar), mass transit licenses to ensure compliance, compliance with the conditions of licenses, vehicle standards, environmental conditions, safety, accessibility, drivers training and accreditation (for Mass Transit System) and other urban mobility related matters as may be requested.

ii) Key Responsibilities

The position of Director Compliance, Monitoring and Accreditation has as its primary responsibilities to:

- Ensure the fleet standard and operation of the entities providing the services for the approved Urban Mobility Master Plan are in accordance with the relevant specifications and standards specified by KPUMA and any relevant transport sector policies of Khyber Pakhtunkhwa and Federal Government in both substance and spirit;
- Where the project implementation has been assigned in accordance with the ACT, provide guidance for the Directorate team for the ongoing oversight of the project against the urban mobility policy positions of Government (provincial and Federal).
- Exercise the jurisdiction over public transport vehicle and route permits within the area of responsibility and coordinate with RTA to issue or revoke license.
- Provide inclusive leadership and guidance to the Directorate technical team in the process of public transport license accreditation, public transport route license issuance and the subsequent monitoring of compliance with same;
- Where supporting legislation updating or amendment is deemed to be required for the improvement of fleet and service delivery purposes, work with the senior management of KPUMA to (i) secure the resources required and (ii) provide the necessary support and oversight required and (iii) provide the necessary liaison support with the Legal Department.
- Conduct regular (at least quarterly) quality-control reviews of the level of compliance by the service providers on matters concerning driver accreditation, vehicle compliance, operating standards, safety, environmental and other matters as may be requested by Managing Director.
- Management of the computer based recording of all records, statistics and other relevant information on an up to date basis.
- Prepare necessary reports for the Managing Director and Board of Directors as requested.
- Other tasks as may be requested by the Managing Director from time to time.

iii) Key Tasks

- Devise and implement the policies aimed at ensuring that public transport vehicles used for mass transit system to meet the required safety and quality standards;
- Establish and maintain effective third-party oversight of declared project;
- For assigned Declared Projects, provide the necessary support and guidance to the Directorate team for the oversight and of delivery and on-going maintenance of the infrastructure and components of the Declared Project;
- For non-assigned Declared Projects or implementation programs (as per Section 2 sub section L of the Act), providing the necessary support to the Directorate team for the technical supervision for the implementation and relevant ongoing maintenance, operation and selected monitoring of the project;
- Provide support, oversight and guidance for the activities of the Mass Transit licensing and accreditation tasks of the Directorate;
- Regulate fares and challans in respect of all forms of public transport vehicles and cease operations competing with mass transit system, transport system or services or interfere with the operations of declared projects;
- Oversight of trends in the compliance levels recorded and subsequent guidance to the Directorate team so that the highest standards of compliance can be assured;
- Development of road safety action plan, guidelines for driver licensing, and guidelines on vehicle licensing;
- Conduct awareness raising campaigns, training of enforcement officials and liaison with key partners and stakeholders;
- Assist and make recommendations to the concerned agencies to ensure traffic discipline for all the public transport vehicles as it may consider necessary;
- Develop strategies and business plans of the Directorate and report on progress in implementation of these strategies and plans;
- Develop and implement Directorate's policies, procedures, practices, standards and tools that are consistent with the Act and relevant rules, regulations, policies and practices;
- Oversee the conduct of surveys, studies and research work related standards and compliance aspects;
- Maintain a cooperative, inclusive, professional and outcome focused (CIPOF) team approach;
- Provide Operational Reports to Managing Director, Board of Directors as required;
- Planning, directing, and coordinating the internal administration and functioning of the directorate;
- Assessing the performance of the Directorate and conducting meetings with staff to determine key problems and formulate solutions to address any problems identified;
- In accordance with KPUMA procedures, lead the annual team review of the activities of the Directorate for the purposes of benchmarking the compliance related achievements to-date, future KPIs to be targeted as part of the review of the KPUMA Business plan and relevant Operating Manuals. Document the relevant processes to be followed to achieve these KPI targets while ensuring harmonisation of these activities with other KPUMA Directorate;
- Identify employee training needs of the Directorate and coordinate with HR department for imparting trainings;
- Maintaining professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies; and

- Other tasks as may be requested by the Managing Director from time to time.

B. Position Requirements

i) Attainments

a) Qualification

Master in the discipline of transport policy/ transport planning / transportation planning and engineering / civil engineering (core modules and research in transportation) 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 – management, public /urban transport, road safety, leadership, strategic management, Vehicle inspection and accreditation, standards monitoring and assessment, policies and regulations professional team building, or any other training considered relevant for the position.

Active affiliations – membership of relevant recognized Industry or Professional Organisations.

b) Experience

At least 10 years of post-qualification relevant experience including 5 years at a mid-level management position. Proficiency in IT, Microsoft Office and relevant software(s) is essential.

ii) Core Competencies

- Proven experience in leading a team of specialists covering transport operations, licensing, safety incident and environmental monitoring;
- Proven experience and knowledge in the licensing of and training of drivers, preferably in the passenger transport sector;
- Demonstrated knowledge of the urban transport sector in Pakistan, its challenges and opportunities;
- Above average skills in consultative team building and organizational management;
- Excellent skills in negotiations and contractual matters;
- Demonstrated ability to lead technical teams to achieve successful outcomes in an inclusive and timely manner and within budget;
- Demonstrated ability to take responsibility and to delegate responsibility in organisations in accordance with sound management principles;
- Mature, credible, and comfortable in dealing with senior management, line agencies, general public and other stakeholders;
- Proficiency in IT, Microsoft Office and relevant software (s) is essential; and
- Empathic communicator, able to see things from the other person's point of view.

iii) Circumstances

- Age 35 - 50 years.
- Fluency in English and Urdu. Pashto will be considered an added advantage.
- Good health, allow to work long and irregular hours (when required).