

# NCTTCA STAFF JOB DESCRIPTION

**Job Title:** DIRECTOR TRANSPORT POLICY & PLANNING

**Department:** Transport Policy & Planning

**Grade:** P5

**Reports to:** Executive Secretary

## **1.0 Overall Job Purpose**

Responsible to the Executive Secretary for initiating the formulation, development and implementation of transport Policies, programs and projects relating to transit transport within the Northern Corridor Member States.

## **2.0 Core duties and Responsibilities**

- 2.1 Serve as the Chief Advisor on matters relating to transport economic trends.
- 2.2 Continuously study the comparative costs of transport along the different corridors and examine the efficiency of the transport system in order to minimize transport costs.
- 2.3 Make periodic reports on the Transport Observatory and Northern Corridor Dash Board regarding the NC performance and Port Charter compliance by all parties.
- 2.4 Undertake field surveys to collect data and address data gaps for the Transport Observatory.
- 2.5 Identify and study the non-physical barriers impeding easy movement of transport and recommend measures for dealing with them
- 2.6 Assess the macro-economic trends of the Member States in the Northern Corridor and their implications on transport infrastructure in terms of rail and road capacity needed and advises member states on suitable strategies for enhancing their regional competitiveness in service provisions.



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- 2.7 Design, develop and compile a data base on traffic systems along the Northern Corridor.
- 2.8 Undertake and Supervise ad hoc surveys along the Northern Corridor Transport Systems;
- 2.9 Coordinate with Transport Associations, stakeholders and other Regional institutions involved in transport policy formulation.
- 2.10 Assist in the harmonization of transport policies, regulations and licensing procedures for NCTTCA member states.
- 2.11 Prepare working documents and actively participate in the successful organization of the Technical Committee of Transport Policy & Planning, related workshops and NCTTCA Policy Organs Meetings.
- 2.12 Undertake any other related duties that may be assigned by Supervisor.

### **3.0 Minimum Qualifications & Experience**

- 3.1 A Master's Degree in Transport Economics, or equivalent in related discipline from a recognized University;
- 3.2 A combined national and/or international experience in transport planning and/or management of at least 10 years;
- 3.3 Must be computer literate with latest packages



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## 4.0 Key Skills & Competencies

- 4.1 Excellent analytical, problem solving, interpersonal, presentation and communication skills;
- 4.2 High degree of independent, mature judgement and initiative;
- 4.3 Ability to conceptualize issues and analyze data;
- 4.4 Ability to work harmoniously with people of different nationalities and cultural backgrounds;
- 4.5 High integrity ability to exercise discretion;
- 4.6 Self-motivated, able to meet deadlines and results-oriented.
- 4.7 Ability to excel in a fast paced, multifaceted team environment.
- 4.8 High professional integrity and ethical conduct
- 4.9 Leadership skills and ability to work in a multi-cultural environment
- 4.10 Strong presentation skills

## 5.0 Language Proficiency

- 5.1 English and French proficiency, working knowledge of either language is desirable.

## 6.0 Eligibility Criteria

- 6.1 Minimum age of 30 and maximum Age of 50 years at the time of recruitment.
- 6.2 Appointment terms are 4-year fixed-term contract renewable twice only
- 6.4 Only nationals of Rwanda are eligible.

