

Transport Manager Job Description

- Coordinates the public transport system and management of the Transport Manager's Office staff
- Monitors and evaluates the performance of the Transport Department staff in accordance with the Financial Administration Act
- Responsible for regular fulfillment of the service objectives in accordance with policies, procedures and plans established by government regulations
- Directs public transport planning and operation
- Manages transport operations, including allocation of resources for provision of public transport services
- Prepares annual plans
- Monitors relevant statistics to prepare integrated planning reports to submit to employers' council
- Works with other authorities such as municipalities regarding traffic control where applicable
- Coordinates the Government's participation in the development of transport policies
- Sets strategies and objectives
- Develops and implements plans
- Monitors performance against plans and measures in accordance with government policies
- Provides management inputs to various government departments, such as Road Transport Department, Metro Authority, Land Transport Planning Board (LTPB), etc.
- Makes decisions on appointment, deployment, and promotion of staff in accordance with the Public Transport Authority Act and relevant policies
- Reviews reports, studies and other relevant documents to manage departmental budgetary allocations in line with the annual budget approved by the council of ministers
- Ensures that all relevant government policies and regulations are implemented at operational level by managers and categorized staff

- Reviews improper transport operations or incidents and address the problems in a timely manner.