



## GOVERNMENT OF SIERRA LEONE

### **Recruitment of Staff for Sierra Leone Public Transport Authority**

#### **Background**

The Sierra Leone Public Transport Authority Bill, 2023 effectively transforms the Sierra Leone Road Transport Corporation (SLRTC) into the Sierra Leone Public Transport Authority (SLPTA) to serve as the public transport regulator, with the objective of improving transport service delivery by bringing public transport functions into a single, well managed, and focused institutional structure.

The main objective of the SLPTA is to improve transport service delivery by bringing public transport functions into a single, well managed, and focused institutional structure. The SLPTA is being set up to function as a regulatory agency to act on behalf of the Ministry of Transport and Aviation as the regulator and procurer of public transport services. This would help create a competitive environment for provision of services by separating regulatory and operational responsibility. This is necessary to ensure that all service providers are subjected to the same conditions and to establish an arms-length regulatory and contractual relationships with operators. These reforms were initiated under the World Bank funded Integrated & Resilient Urban Mobility Project supervised by the Ministry of Transport & Aviation.

#### **Expected benefits of SLPTA**

- i. The creation of SLPTA is an essential part of improving public transport, including the privatization of Government-owned public transport. Reliable bus services will be of direct benefit to the urban poor and women in having good access to education, employment opportunities and health care. The modern buses are designed for easier boarding and alighting, especially for the elderly, the infirm and those with small children or heavy luggage;
- ii. The establishment of SLPTA will enhance access to formalized employment and support better conditions of service for drivers, apprentices and others in the transport sector; as of now the vast majority of these Sierra Leoneans work without formal contracts with clear conditions of service and labour protection;
- iii. It will ensure that Government has in place an institution that effectively regulates public transportation so that Sierra Leoneans have access to quality public transport that safeguards their dignity.

The Ministry of Transport & Aviation is recruiting the inaugural team of the Sierra Leone Public Transport Authority with the initial responsibility of operationalising the Authority and regulating public transport along the IRUMP Pilot Corridor (in Freetown) prior to citywide and national rollout. This corridor runs from the No. 2 Community to Jui via Lumley, Wilkinson Road, Main Motor Road, Savage Street, Shiaka Steven Street, Bus Station, Sani Abacha Street, Kissy Road and Bai Bureh Road.

## **SLPTA Inaugural Team Positions**

### **1. Transport Planner**

Network + Route Planning, Operations Research, Timetabling and Rotas,

### **2. Contracts Manager / Legal**

Revenue Management Contracts, Service Delivery Contracts, Procurement Contracts and carry out Legal function on the SLPTA

### **3. Finance, Admin and Personnel**

Financial Standards, Treasury, Management Reporting, Corporate Administration/Regulation, HR Management, Risk Management, Insurances

### **4. Communications and Public Relations**

Media Relations, Stakeholder Management, Passenger Relations

### **1. Transport Planner**

- Develop a work programme for the near term inclusive of IRUMP Pilot and wider Freetown City roll out (2-3 years);
- Collect data and carryout transport demand analysis to inform vehicle requirement and bus routing;
- Follow up on the implementation of public transport infrastructure including depots, terminals, bus lanes, bus stops;
- Review and update timetable for the public transport operation;
- Liaise with MTA and current transport operators to firm up choices on identified network routes, route timings and alternate routes for operators that will not operate on the pilot corridor;
- Interface with PIU and PFMU on the Bus Procurement Process;
- Ensure Business Plan especially fare structure is kept updated in the current rapidly changing economic climate;
- Undertake inaugural timetabling, vehicle diagrams and crew duties and rotas;
- Defining and map out network routes, route planning policies and systems;
- Set annual programmes for operations research and forecast resourcing requirements;
- Liaise with the Traffic Management Working Group to validate the Traffic Management Plan;
- Establish an inventory of routes contracted and levels of service offered and allied inventories of transport stops, terminals and other common public transport infrastructures, and public transport priority inventories.

### **Qualifications and Experience**

- A Bachelor's degree in planning, management or related fields;
- Minimum of 5 years experience, preferably knowledge in public transport planning or related fields;
- Strong computer skills (MS Office and Transport Planning tools and software's, CAD etc.) are needed, along with strong analytical skills.

### **Desirable Qualifications**

- Post graduate qualification/s in Transport Planning.

## **2. Legal/ Contracts Manager**

To act as the focal point to interface with the various SLPTA contractors;

- Ensure public transport operators deliver operations according to terms and conditions in their Service Delivery Contracts;
- Establish and implement a clear framework for monitoring delivery of contracted services;
- Develop templates for Public Transport Service Contracts and other related services;
- Facilitate related concurrences from Law Officers Department and ensure compliance with related National Authorities
- Interface with work plan timelines on operationalising the 2023 SLPTA Act;
- Advise the Director General on all matters related to the SLPTA establishment process;
- Establishing procedures to create, update and retain information systems upon compliance or deviances by contractors on obligations within Management Contracts, and any notifications to or from contractors. To include inventories of all types of ticketing equipment and other data management facilities applicable to the implementation of the contracts;
- Establishing procedures to create, update and retain information systems upon compliance or deviances by contractors of obligations within the signed Service Delivery Contracts, and any notifications to or from the contractors. To include inventories of all types of vehicles and other facilities applicable to the implementation of the contracts;
- Establishing procedures to create, update and retain information systems upon compliance or deviances by contractors of obligations within the signed Vehicle Procurement Contracts and any notifications to or from the contractors. To include inventories of all types of vehicles and other services and facilities applicable to the implementation of the contracts;
- Establishing procedures to create, update and retain information systems upon compliance or deviances by contractors of obligations within other [unspecified] signed Contracts and any notifications to or from the contractors. To include inventories of all types of goods and other services and facilities applicable to the implementation of the contracts.

## **Qualifications and Experience**

- Bachelor's degree in law, business, transport engineering, procurement or related fields is required;
- 3+ years of experience as a contract management, paralegal or similar role;
- Knowledge of contracts and negotiation practices;
- Highly fluent in written and spoken English;
- Strong knowledge of Microsoft Office.

## **Desirable Qualifications**

- Prior transport industry experience is strongly preferred;
- 2+ years of experience in contract management.

## **3. Finance, Admin & Personal**

- Interface with Ministry of Employment, Labour & Social Security (MLSS) to address all labour issues related to the Formalisation and Service Contract processes;
- Forecast inaugural year capital and recurrent budgets with assumptions described;

- Defining standards for financial systems and controls, responsibilities and limits of authorities generally;
- Establishing the treasury management system to record and monitor financial transactions across the Authority;
- Establishing an Authority-wide activity and management reporting system defining responsibilities for inputs, outputs and information circulation and periodicities;
- Defining the Authority-wide rules and regulation governing the routine administrative and reporting processes and terms of employment or engagement;
- Establishing internal processes required for the Authority compliance with statutory reporting for all corporate taxation purposes;
- Establishing the Authority-wide processes governing HR Management, including recruitment, induction and permanent employment processes, employee training and development and standard terms of employment, discipline and associated statutory provisions;
- Establishing an Assets Management Register;
- Undertaking an annual risk management review, embracing assets, activities, external threats and opportunities;
- Establishing annual corporate insurance review governing insurable risks applicable to capital and other assets, to Authority employees, and to the general public;
- After internal consultation, undertake an Authority-wide Training Needs Analysis and compile a training and development programme with proposals/options for implementing the programme. Various forms of training and development may be considered.

### **Qualifications and Experience**

- Bachelor's degree in accounting or finance required;
- 5+ years of public accounting and/or finance experience;
- Proven ability to develop budgets and financial forecasts;
- Proven ability to interpret financial reports and financial statements;
- Strong communication skills;
- Strong supervisory and management experience.

### **Desirable Qualifications**

- Prior transport industry experience is strongly preferred;
- Post graduate qualification/s in accounting and/or finance;
- 10+ years of experience in public accounting and/or finance experience.

### **4. Communications and Public Relations**

- Lead the public and stakeholder consultations process;
- Develop and implement the following:
  - a. Communication plan for informing / educating the general public regarding the formalization of operators
- Assist the Contracts Manager in engagements with informal operators;
- Establish procedures to govern the management of communicating with passengers and the general public, by print, broadcast, electronic or other media;
- Establish procedures to govern the management of communicating with the commercial media;

- Identifying categories of stakeholders and inventories of their contacts and interests and to compile the inventory of stakeholder interests for reference and to design policies to inform and consult with stakeholder groups as required and to manage such interactions.

### **Qualifications and Experience**

- Master's degree in Communications, Journalism, Public Relations or a related field;
- 5+ years of similar work experience is required in communications;
- Highly computer literate with capability in email, MS Office (Word, PowerPoint, Excel) and related business and communication tools;
- Content writing experience for all media platforms;
- Proven experience as communications specialist, ability to plan, design and implement communication products and activities (such as print and electronic media products, workshops, stakeholder meetings, focus group discussions, etc.);
- Excellent writing and presentation skills in English;
- Proven ability to work in a collaborative and multi-stakeholder team environment.

### **Desirable Qualification**

- 10+ years' experience in communications and communications strategy development;
- Media experience is an advantage.

### **Mode of Application**

All applications in writing should be accompanied by up-to-date Curriculum Vitae and supporting documents (Note: do not send originals) with the names and addresses of three referees, one of which should be the last or current employer and addressed to:

#### **The Team Lead**

Project Fiduciary Management Unit  
Ministry of Finance  
13a Howe Street Freetown  
Freetown, Sierra Leone  
Tel: +23276672186

E-mail application as attachment (including all supporting documents)  
to: [irumobilityproject@gmail.com](mailto:irumobilityproject@gmail.com) copy: [pfm2018@gmail.com](mailto:pfm2018@gmail.com)

**All applications must be submitted electronically.** Please indicate clearly in the email subject heading and attachment the Position for which application is made.

#### **Closing Date:**

The Closing Date and time for receipt of applications is **Friday 24<sup>th</sup> November, 2023 at 11:00 a.m. local time.**

**Only short-listed candidates will be contacted**

