Job Title:	**Regional Manager**	**Job Category:**	Management
Division:	Maintenance	**Job Code/ Req#:**	
Location:	Mohale's Hoek	**Travel Required:**	Frequent
External posting URL:	[i.e.: http://www.rd.org.ls website address for this position]		

Advertisement Information:

PHYSICAL ADDRESS FOR SUBMISSION:

HR OFFICE
Roads Directorate – Headquarters
Opposite Browns Cash & Carry
Corner Senate and Lepoqo Streets, Industrial Area, Maseru

- Certified copies of Educational Certificates and Transcripts
- Curriculum Vitae.
- Professional membership certificate (if available)
- **NB:** The closing date for the submission of applications is **23rd August 2024.** No late applications will be accepted. Only those shortlisted for interviews will be contacted.

Job Description

Job Purpose:

Scope of Services

Under the general supervision of the Director Road Network Maintenance, the incumbent will have technical, financial and managerial responsibility for Road Network Maintenance on the Southern Region. The incumbent will be responsible for construction, upgrading, and rehabilitation of roads and bridges to the required standard in accordance with social, environmental and road safety guidelines. Specifically, he/she will supervise, manage and monitor all roads and bridges rehabilitation, upgrading and construction works carried out by contractors and force account teams assigned to the Directorate and ensure that all works are executed properly in respect of specification, quantity, quality and financial obligations.

Duties:

S/He should have knowledge for the below mentioned areas. The specific duties and responsibilities for this position are:

1. TECHNICAL DUTIES

a. Have an overall technical, financial and management responsibility for the regional headquarters and field staff to ensure smooth day-to-day running of the region.
b. Participates in the evaluation of tenders and appointment of consultants.
c. Prepare relevant scope documentation for appointment of consultants.

d. Prepare relevant tender documentation, in association with consultant, based on the scope of the project.
e. Attends site inspections and brief contractors on services required for project.
f. Participates in the adjudication of tenders and review recommendations by consultants.
g. Ensure use of appropriate and correct tender documentation as per specifications.
h. Ensure compliance to GOL Procurement policy.
i. Undertakes regular inspection to update road inventory data and conducts an annual inspection of the entire network prior to preparation of subsequent annual work programmes.
j. Participates in the identification and prioritising of projects using data from relevant management systems and personal knowledge.
k. Based on requirements of the project, prepare annual budget and program.
l. Ensure accurate identification of projects.
m. Ensure effective prioritizing of projects.
n. Ensure correct allocation of project funds.
o. Ensure accurate project scope based on relevant requirements
p. Coordinates formulation of annual capital development projects and road maintenance programmes in the region and submits the same to the Headquarters for approval and defines annual resource requirements in respect of manpower to be trained, equipment and funds to implement an approved work programme in the region.
q. Manage labour-based road development works and maintenance of Directorate roads and bridges works to ensure safe, sound and optimum lifetime performance and to ensure that they are properly executed and supervised (quantity, quality and financial) whether departmentally or by external agencies.
r. Ensure satisfactory and safe traffic flow on RD roads and organize/manage routine, preventive and emergency maintenance of roads and bridges within the Region
s. Assist in supervising the preparation of cost estimates, drawing, design and tender documents for proposed maintenance and development works in the region.
t. Ensure that the suitable quality control procedures are implemented in accordance with the RD contract documents, standards for all road operations (routine, periodic and development), standards for environmental, resettlement and social issues including health and safety at work.
u. Ensure that as built drawings and plans are prepared for completed roads and structures and properly stored to facilitate future maintenance/repair.
v. Arrange removal of encroachments within the Right of Way and constantly pursue removal of encroachers with the help of District Secretary and in case of delays report to the Director General.
w. Maintain asset register for and Manage RD assets within the region following procedures, guidelines, instructions etc.

2. FINANCIAL MANAGEMENT

a. Ensure that the annual budget estimates for all works in his/her section are prepared and reviewed by the prescribed time and to make the necessary requests for the appropriate budget allocations.

b. Monitor the expenditures in the division against the relevant budget to ensure that no excess expenditures are permitted to occur. If additional budget appropriations are required, ensure that the applications are made at the appropriate time and ensure that the yearly budget is effectively utilised and avoid incurring large expenditures in the closing months of the year.
c. Ensure that any revenues under his/her control arising from Directorate operations in the division are fully recovered and deposited in accordance with Government procedures.
d. Incumbent to be conversant and experienced with Standard Conditions of Contract e.g FIDIC, GCC

3. PERFORMANCE MANAGEMENT AND COMMUNICATIONS

a. Ensure that the execution of all works and all other operations of the section are carried out in accordance with the Rules and Regulations of the Directorate.
b. Monitor physical progress against time and cost and avoid cost and time overruns.
c. Ensure that all reports and other information required from the section and its subsidiary units are completed accurately in the required formats and are submitted to the Divisional Director on time.
d. Make inspections of field works at least once a quarter. The results of these visits will be recorded on the prescribed pro-forma.
e. Liaise with other senior staff of the Roads Directorate in order to ensure good performance.

4. HUMAN RESOURCE MANAGEMENT

a. Have technical and administrative control over the personnel in his Section and to be responsible for the proper functioning and discipline of his section and in cases of default he is to recommend to the Divisional Director for disciplinary proceedings to be instigated against the concerned personnel.
b. Advise and assist in the training Roads Directorate staff. This activity should be undertaken in close collaboration with the Roads Directorate Training Centre.

Qualifications

A University Degree B Eng. or B Sc. Degree in Civil Engineering or equivalent; a Post Graduate degree in Highway Engineering or Transportation or Construction / Project Management would be an added advantage.

Experience:

The applicant should have at least a minimum of eight (8) years' relevant experience in management of civil engineering works and services, three (3) of these years should be in field of assignment. Extensive knowledge of relevant industry standards and specifications and relevant legislation. The ability to demonstrate attention to detail and solve problems in a timely manner. The incumbent should exhibit sound and accurate judgment and work well under pressure. Extensive project management experience in the relevant industry.

Other Skills and Personal Attributes Required:

Good verbal and written communication; good negotiation skills; knowledge of the legal framework in which the government operates; performance management skills; knowledge of technical standards, project management and contract specifications; and human resource and financial management and computer literacy skills

- Computer knowledge in MS Office, MS Project is a must
- Good communication skills are required
- Good working relationships with all colleagues in all districts and areas of expertise.
- Good working relationships with key stakeholders, consultants and contractors.
- Internal collaboration and co-operation.
- Promote aims and objectives of Roads Directorate