JOB DESCRIPTION

POSITION: Director General (DG) –Roads Directorate

Scope of Responsibility

The Director General is answerable to the Board of Directors. The DG is the technical, financial and managerial head of the Roads Directorate and the advisor to the Government on road infrastructure projects. The DG's key performance areas are to: determine and formulate policies of the roads sub-sector, strategically plan, direct and coordinate execution of the Directorate's operations within the terms of the Performance Agreements signed with the Board; Review operations and results of the Directorate, report to the relevant authorities, and represent the Directorate in its dealings with external bodies and stakeholders; Direct achievement of policies through subordinates and ensure effective resource acquisition and utilization. The DG has to review and implement Roads Directorate Act, regulations, policies and other statutory documents.

The DG has to ensure that the functions of the Directorate as stated under Section 4 (1) and functions of the Director-General as stated under Section 11 (1) of the Road Directorate Act, 2010 are implemented effectively and efficiently.

The Director General is specifically responsible for:

1. STRATEGY AND LEADERSHIP

a. The preparation and submission of the Corporate Plans, Strategic Plans, Business Plans and associated budgets thereto;

b. Ensuring the effective and efficient implementation of the Directorate's policies, programs and decisions;

c. Ensuring that risk management strategies are in place and are adhered to, to minimize Roads Directorate exposure.

d. Driving the transformation process at all levels.

2. TECHNICAL ISSUES

a. Entering into procurement contracts with contractors and consultants;

b. Contributing to the development and formulation of policy for the road sub-sector and ensuring that the Directorate can implement change expeditiously and efficiently;

c. Ensuring that the Directorate efficiently and professionally delivers services to the public;

d. Determining and making recommendations to the Minister in accordance with the provisions of the Act.

3. PERFORMANCE MANAGEMENT

a. Ensuring that each division has an annual operational plan that is in line with RD strategic plan and it is implemented accordingly;

b. Ensuring periodic review and implementation of performance management system (PMS) policies and guidelines;

c. Organisation and management of the assets and resources allocated to RD in an effective and efficient manner;

d. Provide the highest standard of service to the public, other levels of Government, and other bodies with whom the Directorate is associated;

4. FINANCIAL MANAGEMENT

a. Exercising control and enforcing strict compliance with rules concerning the disbursement of funds, the custody of stores and the submission of accounts;

b. Ensuring that the annual budget estimates are developed, reviewed and submitted to the relevant stakeholders;

c. Oversee and monitor the financial performance of the organization and ensure effective utilization of the allocated funds;

d. Develop strategies that may make the Directorate to be financially sustainable;
e. Ensuring that the revenues arising from Directorate operations are fully recovered and deposited in accordance with RD policies and procedures;
f. Spearheading different funding strategies for RD.

5. HUMAN RESOURCE MANAGEMENT

a. Ensuring that the roles and functions of all functional groups are clearly defined and understood and programs are established for the successful implementation of strategies;
b. Promoting Roads Directorate manpower development for all staff through appropriate training and maintaining viable staff development plans.
c. Ensure personnel management, organization, control and discipline of the Directorate's employees subject to Directorate's policies and procedures;

6. STAKEHOLDER ENGAGEMENT

a. Providing the Ministry of Public Works and Transport with relevant information and undertaking consultations where necessary;
b. Ensuring co-ordination between the Directorate and Ministry of Public Works and Transport as guided by the law;
c. Liaison with the other Ministries, Road Fund and other funding agencies in respect of any financial and administrative matters affecting the Directorate;
d. Preparation of required annual performance reports, including audited Financial Statements, for submission and sharing with the relevant stakeholders;
e. Making direct contact with Development Partners and other foreign organizations who are working with/for the Directorate;
f. Making consultations with various stakeholders (including development partners) on issues of mutual interest and promoting public confidence;

g. Fostering and maintaining community and public relations to provide the highest standard of service to the public, other levels of government, and other bodies with whom the Directorate is associated.

Qualifications and Experience:

- Degree in the following fields: Civil Engineering/ Transportation/Construction Management or a qualification in Built Environment profession.

  At least fifteen (15) years of experience in construction industry and ten (10) years of which should be at an executive or senior management level.

  Post-graduate qualification in Project Management will be an advantage.

Other Required Competencies, Knowledge & Skills:

- Strong leadership and strategic thinking
- People management skills and networking
- Knowledge of relevant legal frameworks
- Infrastructure development and management
- Resource management (e.g. human and financial)
- Creativity in generating revenue and ensuring sustainability of the organization
- Negotiation skills

NB:

Applications should be submitted to the following email address (only), no hard copies will be allowed: careers@rd.org.ls

Deadline for submission is the 02 June 2026.

A detailed job description is available on Roads Directorate website; www.rd.org.ls and on RD Facebook page.