



**Roads and Transport Authority  
Job Description**

**Job Title** : Expert - Transportation  
**Reporting to:** PTA CEO  
**Section** : -  
**Department** : CEO  
**Agency** : Public Transport

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### **1. JOB PURPOSE**

Provide independent specialist advice at the-point-of-need on best management and operational practices resulting in scientific customer centric practices Systems and other Public Transport-related issues at high level to avoid conflict of interest, ensure and advise RTA/PTA senior management of all key issues that may not be revealed to them. Advice before major decisions or major investment in Public Transport systems is made.

Provide independent Technical advice at the-point-of-need on agency's Technical efforts and other corporate management related issues at high level to facilitate the implementation, execution and improvement of agency's strategies.

### **2. DIMENSIONS**

**Span of Control**

Direct Reports: (0)

Indirect Reports: (0)

### **3. KEY RESULTS ACCOUNTABILITIES**

- Provide specialist advice at the-point-of-need on projects' issues to CEO and CEO's office manager.
- Ensure implementation of agency's projects satisfy the long-term and strategic interests of the agency and RTA.
- Ensure that reliability, availability, maintainability and safety issues are taken into account in the planning of the projects.
- Scrutinize requests for decisions and reports in order to provide a decision support to the CEO.
- Review project reports submitted to CEO by departments to ensure the quality and accuracy of the reports.
- Define Key Performance Indicators (KPI's) for agency's projects and create a trend for monitoring the KPI measures.
- Provide an independent review and audit of agency in terms of its resource capability, competency, and ability to deliver the Technical projects.
- Audit the performance of the project managers and the Contractors independently and report on findings to the CEO.
- Providing support to all PTA departments, sections and teams in all perspectives; management, administrative and operational KPIs to ensure they all clearly and fully understand their strategic intents and objectives and aware of the targets aimed and expected from them to meet and satisfy.
- Attend weekly reviews with the CEO and Directors, take minutes of meetings and recommendations and follow up on those recommendations.
- Participate in the evaluation of the performance of the various Departments in terms of their commitment to the implementation of instructions issued by the CEO.



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- Review, read proof, verify discrepancies, make corrections, and ensure accuracy of all correspondence addressed to the CEO or Chairman's Office by the various Departments, and/or those requiring CEO's signature.
- Provide specialist advice to other members within the CEO's Office.
- Coordinate activities between the various Departments and the CEO's Office.
- Assist in the preparation of project plans and specifications when appropriate.
- Ensure transportation strategies adopted by the project satisfies the long-term and strategic interests of customers and RTA and provide good-value-for-money integrated transportation System procedures advice for PTA CEO.
- Provide an independent review and audit of Public Transport departments in terms of its resource capability, competency, and ability to deliver the Public Transport projects.
- Study and review Public Transport Strategies for RTA and long-term planning such as Emeritisation, training, Operation and Maintenance.
- Review the performance of the Public Transport Agency and the Individual Departmental systems independently and report on findings to CEO.
- Make Public Transport Presentations on behalf of RTA; write technical papers in international conferences to publicize RTA and Dubai Public Transport Agency.
- Perform other responsibilities associated with this position as assigned by CEO - Dubai PTA.

**4. CRITICAL COMPETENCIES (6 maximum)**

- Conflict Management
- Developing Others
- Emotional Intelligence
- Entrepreneurship
- Establishing Focus/Setting Direction
- Managing Risk & Performance
- Providing Direction
- Providing Motivational Support
- Thinking Strategically
- Valuing and Leveraging Diversity
- Visioning

**5. COMMUNICATIONS AND WORKING RELATIONSHIPS**

Internal: Board of Directors - Chief Executive Officers, Directors and CEO's office staff.  
External: Government & Semi-Gov. officials/Consultants/Contractors

**6. FRAMEWORK, BOUNDARIES AND DECISION-MAKING**

- Provide professional advises to CEO.
- Set KPI's and measurements.
- Provide a decision support to the CEO regarding project requests.
- Perform Audit of Agency and performance.
- Provide an independent review and audit of Public Transport departments.

**7. KNOWLEDGE, SKILLS AND EXPERIENCE**

- Masters degree from a recognized university.



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- At least 12 years of working experience.
- Planning organizational needs.
- Setting up demonstrations.
- Auditing financial reports.
- Writing for publication.
- Budgeting expenses.
- Coaching individuals.
- Evaluating programs.
- Delegating responsibility.
- Defining a problem.
- Comparing results.
- Defining performance standards.
- Developing a climate of enthusiasm.
- Teamwork and cooperation.
- Knowledge of concepts and principles.
- Sketching charts or diagrams.
- Predicting futures.
- Managing an organization.

**8. OPERATING ENVIRONMENT**

Office 80%  
Field 20%

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**Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but they are not to be interpreted as totally inclusive.**

**Prepared by:**

**Reviewed by:**

**Approved by:**

(Line Manager Name)

(HRD Name)

(Divisional Director Name)

**Date:**

**Date:**

**Date:**

Please send your CV and cover letter to [Suad.Janahi@rta.ae](mailto:Suad.Janahi@rta.ae)