

**SAMPLE JOB DESCRIPTION FOR
EXECUTIVE DIRECTOR OF NRSC SECRETARIAT**

Position: Executive Director, NRSC Secretariat

Duration and Location: Initial appointment for one year, based at

Commencement date:

A. Background

The increasing death toll on [*country name*] road network has been recognised as a growing problem by the [*country name*] Government and with World Bank (IBRD) assistance, the Government is now making serious efforts to tackle this problem in a more systematic manner.

A Road Safety Action Plan is being prepared by a Team of road safety specialists in consultation with key agencies with road safety responsibilities. This seeks to bring about urgently required improvements in key sectors during the 8-12 months of the study period. During this time, a Five Year National Road Safety Programme will be developed.

One of the urgent tasks is to improve coordination of road safety activity and, in order to achieve this, a National Road Safety Council (NRSC) is being established which will eventually have statutory powers to promote and coordinate road safety activity throughout [*country name*]. This will have representation from all the key agencies (at National and Regional level and the public and private sector) with a stake in road safety in [*country name*].

NRSC funding will eventually be established either via a levy on motor vehicle insurance or from some other guaranteed source. Funds will also be raised via corporate and community sponsorship and a small annual Government grant intended to cover basic service and administrative costs.

Being a coordinating body with members drawn from various organisations, the NRSC will need a permanent Secretariat to follow up decisions and programmes determined by the Council and to provide technical and administrative support. The NRSC Secretariat will eventually comprise three or four experienced professionals, supported by administrative and publicity/training staff. Three professionals will be seconded (for periods of two years) from member organisations of NRSC (such as, the Police, Ministry of Education and the Ministry of Transport).

The other member of the Secretariat will be a permanent Executive Director to be recruited and paid directly by the NRSC out of its annual income. In the interim period, until the NRSC is formally established, a small (seven member) Interim Safety Working Group has been established to represent the 35 or so main agencies and organisations with safety responsibilities. The Executive Director of the Secretariat will be appointed initially on a contract of one year to support the activities of the Interim Working Group and to work closely with the Road Safety Study Team in establishing the NRSC, its funding and activities. Subject to satisfactory performance, during the first year, and the formal establishment of the NRSC, the appointment will be extended for a further period of three years with options for renewal beyond that based on satisfactory performance. The objectives, duties and minimum qualifications for this position are as follows.

B. Objectives of Services

The purpose of the proposed position is to manage the resources of the Secretariat effectively so that it services the needs of the Interim Working Group (IWG) initially and then, of the NRSC and its sub committees. The Secretariat will act as an effective operational, coordinating and implementing arm of the IWG/NRSC to ensure that decisions and programmes agreed at the Council are implemented by the participating organisations, including the Secretariat itself. This requires establishment of appropriate procedures and controls to ensure that use of available resources is optimised and a team is developed capable of providing the advisory/support functions to the IWG/NRSC.

C. Duties of the Position

The primary role of the Executive Director will be to manage the Secretariat personnel and resources so that effective technical and administrative support is provided to the NRSC and its subcommittees, and that the programmes designated to the Secretariat are implemented in an effective manner. The specific duties and tasks (to be undertaken with the assistance of the Secretariat) will include but will not necessarily be limited to the following:

- (1) Work closely with the Road Safety Team in establishing and developing NRSC;
- (2) Assist the NRSC in Studies and Research;
- (3) Coordinate practical work between various ministries;
- (4) Launch and coordinate campaigns for the improvement of road safety behaviour in cooperation with relevant organisations;
- (5) Launch and coordinate special projects for the improvement of road safety in key sectors, in collaboration with relevant organisations;
- (6) Develop and initiate training programmes for those in charge of road safety work in key agencies;
- (7) Liaise with overseas organisations involved in road safety to acquire sample publications, education and publicity materials, for potential adaptation and a source of ideas for [country name];
- (8) Assist the NRSC in monitoring and updating the Council's Road Safety Programmes and assist relevant organisations in implementation;
- (9) Develop, produce and distribute relevant safety information/materials as necessary in cooperation with other organisations;
- (10) Conduct multi-disciplinary studies on road safety issues and initiate matters for consideration by NRSC and its subcommittees;

- (11) Prepare background briefing papers, give technical advice and present casualty and crash data analyses to support the work of NRSC and its subcommittees;
- (12) Liaise with Local Road Safety Committees (LRSC's) to encourage and support road safety activity at local level and keep NRSC and LRSC's informed about each others main activities;
- (13) Collect and collate the reporting of safety initiatives and strategies by the responsible agencies;
- (14) Manage the resources of the Secretariat by establishing appropriate control and supervision procedures to ensure staffing, equipment and finances are used effectively in support of NRSC aims and objectives; and
- (15) Report to the Executive committee of NRSC as required, monitor expenditure and arrange for preparation of annual accounts covering all expenditure of NRSC, its Secretariat and its subcommittees.

D. Qualifications and Key Experience Requirements

The candidate will preferably have some specialist knowledge in areas relevant to road safety or publicity campaigns. A more important criterion will be a proven employment record demonstrating commitment, determination and an ability to manage and motivate staff and effective interaction with government and private sector agencies. The candidate is expected to be energetic and dynamic in promoting road safety and should have analytical skills and organisational ability to manage effectively a small team and an annual budget.

The candidate is expected to have a diploma or degree in a relevant field and to have at least 10 years experience in road safety or a related field. This should include experience in analysis and presentation of data, preparation and management of annual budgets, and managing/leading a small team of professionals.

E. Contract and Conditions

Initially a one year employment contract will be negotiated with the successful candidate. This will be amended after the first year (subject to satisfactory performance and with the agreement of both parties) as a three year renewable contract with NRSC. Terms and conditions of employment will largely be based on equivalent positions in other similar organisations.