



**NATIONAL TRANSPORT CORPORATION**

**SCHEME OF SERVICE**

**Post:** General Manager

**Salary:** Rs 119,500

**Effective Date:** 17 February 2025

- Qualifications:**
- A. By selection from among candidates possessing a Degree in Management or Business Administration or Engineering or Economics or Logistics and Transport Management from a recognised institution or an equivalent qualification acceptable to the Board;
  - and**
  - B. A Master's Degree from a recognised institution, or  
An equivalent qualification to (A) and B) above acceptable to the Board;
  - and**
  - C. At least ten years' post qualification experience at administrative/managerial level.
  - D. Candidates should possess:
    - (i) leadership qualities with vision to interact effectively with and lead multi-disciplinary teams;
    - (ii) the ability to inspire high performance and motivate staff to strive for the achievements of the goals and objectives of the Corporation;
    - (iii) good communication, interpersonal and negotiation skills and be well versed with employee relations matters with a view to promoting good industrial relations in a unionised environment;
    - (iv) proficiency in Information Technology.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and Responsibilities:** To be responsible for the overall management of the National Transport Corporation and the execution and implementation of the decisions of the Board in an effective and efficient manner.

- Duties:**
1. to be accountable to the Board of Directors of the Corporation;
  2. to make recommendations to the Board of Directors on the Corporation's activities and Organisational Development;
  3. to implement the strategic plans and policies approved by the Board in an effective and efficient manner;
  4. to oversee and ensure the effective management of the day-to-day business operations of the Corporation;
  5. to attend meetings of the Board of Directors;
  6. to promote good relations between the Board of Directors and the employees, as well as between the Corporation and members of the public;
  7. to ensure the timely submissions of documents including Budget Estimates, financial/accounting statements/data and Annual Reports as required by the prevailing legislations, rules and instructions;
  8. to use Information and Communication Technology in the performance of duties;
  9. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the General Manager in the roles ascribed to him.

**Prescribed on:** 17 February 2025

