

JOB DESCRIPTION AND PERSON SPECIFICATIONS, MANDATORY MOTOR VEHICLE INSPECTION SERVICES, MINISTRY OF WORKS AND TRANSPORT, 2025

Job Title: Process Officer, Mandatory Motor Vehicle Inspection Services

Employment Type: Contract

Reports to: Process Supervisor, Mandatory Motor Vehicle Inspection Services

Job Purpose: Responsible for the timely and accurate processing of motor vehicle transactions including inputting, organizing, and cataloging Motor vehicle data, as well as performing quality control checks, and ensuring that applicant data processing is completed in a timely manner.

Key Duties:

- Process Motor vehicle documents submitted for verification
- Vet motor vehicle registration transactions for compliance
- Complete and close transactions that comply with the law.
- Manage registration plates of de-registered vehicles for safe custody
- Accurately assess fees for transactions and respective vehicle registration processes
- Verify and correlate physical motor vehicle particulars with registered records
- Guide preparation and submission of transactions for processing
- Check for correctness and accuracy of motor vehicle records
- Organize documents for entry into data management system.
- Investigate and reconcile any discrepancies in files/client records.
- Enter data into system via on-line terminals and other data entry devices; This is through verifying for accuracy and completeness.
- Any other duties that may be assigned from time to time

Person Specifications:

Essential Requirements	• A Bachelor's Degree with honors in Economics, Transport Economics, Business Administration, Education, Social Sciences, Law, Arts, Public Administration, Statistics, Mechanical Engineering, Automotive Engineering Transport and Logistics, Computer Science, and Information Technology from a recognized University/Institution • Good knowledge of Motor Vehicles registration laws and regulations. • Three (03) years of working experience in motor vehicle licensing at the officer level is an added advantage • Strong communication and interpersonal skills • Computer literacy and knowledge in ICT are a must.
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Desirable Requirements	• Good time management. • Report and document preparation. • Experience with Microsoft Office packages. • Records management. • Good oral and written communication in English.		
SKILLS AND ATTRIBUTES			
The ideal person should demonstrate. • Computer Skills • Data management skills • Time management skills • Good verbal and written communication skills • Trust and Integrity			
Approved by:		Date:	