

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

Job Title: Station Manager, Mandatory Motor Vehicle Inspection Services

Employment Type: Contract

Reports to: Project Manager, Mandatory Motor Vehicle Inspection Services

Job Purpose: To oversee the efficient operation of the vehicle inspection station, ensuring compliance with regulatory standards, delivering high-quality inspection services, and managing staff to achieve project objectives and enhance road safety

Key Duties:

- Provide administrative support to the inspection stations.
- Oversee the operations of the Station.
- Oversee the maintenance of vehicle inspection equipment and facilities
- Ensure calibration of inspection equipment and diagnostic machines.
- Manage documentation, filing, and record-keeping.
- Manage office supplies.
- Assist in coordination of meetings and report preparation

Person Specifications:

Essential Requirements	• Degree in Mechanical Engineering, Automotive Engineering, or a related field. • At least 3 years of experience in managerial work of similar nature. • Knowledge of motor vehicle safety standards. • Strong organizational and multitasking skills. • Proficiency in office software applications. • Training in Occupational Health and Safety • Training in a management related discipline is an added advantage • Previous experience with SGS Automotive Uganda in a similar role is desire
Desirable Requirements	• Problem-Solving Skills, ability to troubleshoot and resolve operational issues • Analytical Skills, ability to analyze data and make informed decisions • Customer Service Skills, ability to handle customer complaints and feedback • Industry Knowledge, Familiarity with vehicle inspection standards, regulations, and industry best practices.
SKILLS AND ATTRIBUTES	

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The ideal person should demonstrate.

- Attention to Detail
- Leadership Skills
- Communication Skills
- Adaptability
- Integrity
- Proactivity
- Collaboration

Approved by:

Date: