

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title:	Site Engineer (Civil)
1.2 Position level:	10 or above
1.3 Occupational Group:	Administrative and Technical
1.4 College/OVC:	Sherubtse College

2. MAIN PURPOSE OF THE POSITION:

The Site Supervising Engineer shall report to the chairperson of the PMT and the Project Engineer. The specific roles and responsibilities of the Site Engineer (Civil) shall include but will not be limited as mentioned in section 3.

3. GENERAL ROLES AND RESPONSIBILITIES:

Site Engineer (Civil)

- a. Support the Project Engineer and PMT in implementation of the construction of all the facilities in the capacity of site supervising engineer of works at site;
- b. Verify all Running Account Bills for completed works under his/her jurisdiction;
- c. Work proactively at the sites to ensure that all standards stipulated by the design and specifications are consistently met;
- d. Conduct survey of works, prepare revised estimates and submit the same to the PMT for further scrutiny and approval;
- e. Conduct mandatory field tests of building materials/components and arrange through outside agencies any other tests, which are beyond the scope of field tests deemed necessary in his/her opinion;
- f. Conduct/ attend PMT meetings at least once a month and other site meetings at key stages of construction, involving the engineer-in-charge of the Contractor;
- g. Maintain the construction schedule at site and update it as and when it becomes necessary to do so;
- h. Compile and submit monthly progress reports of the works under his/her jurisdiction to the PMT, stating details of progress as on the reporting date and plan for the next three months
- i. Record and maintain the measurement of works in accordance with the procurement guidelines of the Ministry of Finance;
- j. Carry out any other responsibilities within his/her technical field of competence as and when required and as directed by the PMT;

- k. The site engineer will be accountable to any lapses on their part and shall be subjected to auditing by RAA.
- l. Perform any task that may be assigned from time to time.

4. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

4.1 Education : Diploma in Engineering (Civil) or equivalent

4.2 Experience: Preference will be given to candidates with relevant work experience (Position assignment will be commensurate with qualification and experience)

4.3 Knowledge Skills and Abilities :

- Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.
- Good communications skills both in terms of written and speaking. Sound analytical skills with knowledge in planning, management and execution of projects and activities.
- Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
- Ability to work in teams and ready to work beyond working hours.