

# ROYAL UNIVERSITY OF BHUTAN

## POSITION PROFILE

### 1. JOB Identification

1.1 Position Title	:	Senior Engineer
1.2 Position Level	:	6 & Above
1.3 Occupational Group	:	Administrative & Technical
1.4 College/OVC	:	OVC

### 2. MAIN PURPOSE OF THE POSITION:

2.1 Coordination of construction projects at Colleges/OVC.

### 3. GENERAL ROLES AND RESPONSIBILITIES:

The Sr. Engineer shall report to Pro Vice Chancellor, Department of Planning and Resources, OVC. The General roles and responsibilities of the Sr. Engineer shall include but will not be limited to the following:

- 3.1 Contribute to development of policies, standards and guidelines for the development of infrastructure and procurement of works;
- 3.2 Contribute to designing of master plans for the University campuses including landscaping;
- 3.3 Check field surveys and reports for proposed projects;
- 3.4 Initiate sub-soil investigation of bridges, pavement designs, retaining structures, drainage and other engineering projects;
- 3.5 Prepare and supervise plans and specifications of complete quantity surveys of materials and labour required for engineering projects;
- 3.6 Inspect the quality of work and control the workmanship;
- 3.7 Carry out site visit for physical verification of works as per technical sanction accorded;
- 3.8 Review inspection and test reports of various materials;
- 3.9 Review the preparation of engineering drawings and designs;
- 3.10 Prepare feasibility reports for new or modified projects, and project and programme proposals;
- 3.11 Coordinate EIA Programmes;
- 3.12 Handle general correspondences and administration; and
- 3.13 Carry out any tasks as may be assigned from time to time.

### 4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Assist the Department in the preparation of a detailed project report;
- 4.2 Preparation of the bidding documents for Gol PTA projects;
- 4.3 Conduct site supervision and monitoring of the projects;
- 4.4 Inspect the quality of the work;
- 4.5 Conduct Project Steering committee at least 4 times a year or as and when required;
- 4.6 Verify the extension of time submitted by the College PMT;
- 4.7 Verify the deviation of items and the rate analysis submitted by the College PMT;
- 4.8 Assist the Site Supervising Engineer to resolve any construction related issues, and
- 4.9 Carry out any tasks that may be assigned from time to time.

## **5. KNOWLEDGE, SKILLS AND ABILITIES (KSA) REQUIREMENTS**

**5.1 Education:** Minimum of Bachelors in Civil Engineering

**5.2 Experience:** Five years of experience in relevant field

**5.3 Knowledge and Skills and Abilities:**

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