**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

**JOB Identification**

1.1 Position Title : Engineer/Sr. Engineer

1.2 Position Level : 7/ 6

1.3 Occupational Group : Administrative & Technical

1.4 Employment Duration : Regular

1.5 College/OVC : OVC

**MAIN PURPOSE OF THE POSITION:**

Coordination of construction projects at Colleges/OVC.

**GENERAL ROLES AND RESPONSIBILITIES:**

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

1. Contribute to the development of policies, standards, and guidelines for the development of infrastructure and procurement of works;
2. Contribute to designing master plans for the University campuses including landscaping;
3. Check field surveys and reports for proposed projects;
4. Initiate sub-soil investigation of bridges, pavement designs, retaining structures, drainage, and other engineering projects;
5. Prepare and supervise plans and specifications of complete quantity surveys of materials and labor required for engineering projects;
6. Inspect the quality of work and control the workmanship;
7. Carry out a site visit for physical verification of works as per technical sanction accorded;
8. Review inspection and test reports of various materials;
9. Review the preparation of engineering drawings and designs;
10. Prepare feasibility reports for new or modified projects, and project and program proposals;
11. C-ordinate EIA Programmes;
12. Handle general correspondences and administration; and
13. Carry out any tasks as may be assigned from time to time.

 1 **SPECIFIC ROLES AND RESPONSIBILITIES:**

1. Assist the Department in the preparation of a detailed project report;
2. Preparation of the bidding documents for GoI PTA projects;
3. Conduct site supervision and monitoring of the projects;
4. Inspect the quality of the work;
5. Conduct Project Steering committee at least 4 times a year or as and when required;
6. Verify the extension of time submitted by the College PMT;
7. Verify the deviation of items and the rate analysis submitted by the College PMT;
8. Assist the Site Supervising Engineer to resolve any construction-related issues, and
9. Carry out any tasks that may be assigned from time to time.

**KNOWLEDGE, SKILLS AND ABILITIES (KSA) REQUIREMENTS**

**1. Education:** Minimum of Bachelor in Civil Engineering

**2. Experience:** Preference will be given to any higher number of experiences in the relevant field for Engineer and for Sr. Engineer there should be a work experience of a minimum of four years.

**3. Knowledge and Skills and Abilities:**

* Conversant in the area of responsivities both in terms of technical and knowhow and changing environment
* Good communication skills 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

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