



**ROYAL UNIVERSITY OF BHUTAN**  
**GEDU COLLEGE OF BUSINESS STUDIES**  
**POSITION PROFILE**

**1. JOB IDENTIFICATION:**

- 1.1 Position Title : Site Supervising Engineer
- 1.2 Position Level : PL-7 & Above
- 1.3 Occupational Group : Administrative & Technical
- 1.4 Mode of Employment : Contract (2 years): Extendable based on performance
- 1.5 College/OVC : Gedu College of Business Studies

**2. MAIN PURPOSE OF THE POSITION:**

- 2.1 Management and supervision of construction projects at the college

**3. GENERAL ROLES AND RESPONSIBILITIES**

The Site Supervising Engineer shall report to the Chairperson of the College Project Management Team (PMT). The general roles and responsibilities of the Site Supervising Engineer shall include but not limited to the following:

- 3.1 Support the PMT in implementation of the construction of all the facilities in the capacity of the site supervising engineer.
- 3.2 Verify all running accounts bills for completed works under his/her jurisdiction.
- 3.3 Work proactively at the sites to ensure that all standards stipulated by the design and specifications are consistently met.
- 3.4 Conduct survey of works, prepare revised estimates and submit the same to the PMT for further scrutiny and approval.



- 3.5 Conduct mandatory field test 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.
- 3.6 Conduct PMT meeting at least once a month and other site meetings at key stages of construction, involving the Engineer In-Charge of the contractor.
- 3.7 Maintain the construction schedule at the site and update it as and when it becomes necessary to do so.
- 3.8 Compile and submit monthly progress reports of the works under his/her jurisdiction to the Office of the Vice Chancellor, stating details of progress as on the reporting date and plan for the next three months.
- 3.9 Record and maintain the measurement of works in accordance with the procurement guidelines of the Ministry of Finance.
- 3.10 Carry out any other responsibilities within his/her technical field of competence as and when required and as directed by the PMT.
- 3.11 The site supervising engineer shall be accountable to any lapses on their part and shall be subject to auditing by RAA.

#### **4. SPECIFIC ROLES AND RESPONSIBILITIES:**

- 4.1 Monitor for site safety and security.
- 4.2 Conduct regular site inspections and maintenance of the systems.
- 4.3 Resolving problems and implementing improvements.
- 4.4 Prepare rate analysis, deviation note-sheets and maintain any important documents.
- 4.5 Carry out any tasks that may be assigned from time to time.

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

- 5.1 **Education:** Minimum of Bachelors in Civil Engineering with two years of experience in relevant field.
- 5.2 **Experience:** Position will commensurate with experience. However, preference will be given to experienced engineer.



### 5.3 Knowledge Skills and Abilities:

- 5.3.1 Conversant in the area of responsibilities both in terms of technical knowledge and changing environment.
- 5.3.2 Good communication skills both in terms of written and spoken.
- 5.3.3 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.