

ROYAL UNIVERSITY OF BHUTAN POSITION PROFILE

1. JOB IDENTIFICATION

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|-------------------------|---------------------------------|
| 1.1 Position Title | : Engineer/Sr. Engineer (Civil) |
| 1.2 Position Level | : 7/ 6 or above |
| 1.3 Occupational Group | : Administrative & Technical |
| 1.4 Employment Duration | : Regular |
| 1.5 College/OVC | : OVC |

2. MAIN PURPOSE OF THE POSITION:

Coordination of construction projects at Colleges/OVC.

3. 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:

- 3.1 Contribute to the development of policies, standards, and guidelines for the development of infrastructure and procurement of works;
- 3.2 Contribute to designing 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 labor required for engineering projects;
- 3.6 Inspect the quality of work and control the workmanship;
- 3.7 Carry out a 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 program proposals;
- 3.11 C-ordinate 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 Bachelor in Civil Engineering
- 5.2 **Experience:** Preference will be given to candidates with experience in relevant field. Position level will commensurate with number of years of experience.
- 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.