

## Terms of Reference for Site Engineer (Diploma in Civil Engineering), PD

<b>Position Title</b>	<ul style="list-style-type: none"> <li>• Site Engineer</li> </ul>
<b>Grade</b>	<ul style="list-style-type: none"> <li>• 10</li> </ul>
<b>Pay and Allowances</b>	<ul style="list-style-type: none"> <li>• Pay scale – 20,515-515-35,965</li> <li>• Basic pay – Nu. 20,515.00</li> <li>• Contract allowance – 60% (40% contract allowance and 20% corporate allowance)</li> <li>• Other benefits as per SRR 2018.</li> </ul>
<b>Type of Employment</b>	<ul style="list-style-type: none"> <li>• Contract 3 years.</li> <li>• Renewal based on performance and project completion</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Civil Engineer, HRAD and General Manager, Petroleum Division</li> </ul>
<b>Qualification and Experience</b>	<ul style="list-style-type: none"> <li>• Diploma in Civil Engineering with aggregate 60%.</li> <li>• Min. of 60% in Class XII (English with best 3) and Class X (English with best 4)</li> <li>• Preference to be given to those with experience in relevant fields.</li> </ul>
<b>Background</b>	<ul style="list-style-type: none"> <li>• There are four ongoing FRO constructions, 2 upcoming and many more to be carried out in the near future. Therefore, we require Site Engineer at the site throughout the construction representing our company, in order to maintain quality work and to monitor the work at site.</li> </ul>
<b>Location</b>	<ul style="list-style-type: none"> <li>• Wherever there is FRO construction and shall be transferred to next site after completion.</li> </ul>
<b>Knowledge, Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Technical knowledge</li> <li>• Communication skills</li> <li>• Problem solving and decision making,</li> <li>• Project Management skills.</li> <li>• Drawing Interpretation</li> <li>• AutoCAD, MS office, etc.</li> </ul>
<b>Duties and responsibilities and accountability</b>	<ul style="list-style-type: none"> <li>• Monitor Site.</li> <li>• Maintain quality work at site.</li> <li>• Maintain site record books.</li> <li>• Carry out measurements and verify bills</li> <li>• Maintain monthly progress reports</li> </ul>
<b>Placement</b>	<ul style="list-style-type: none"> <li>• Chumme, Bumthang</li> <li>• Damphu, Tsirang.</li> </ul> <p>Upon completion of the project, engineer shall be transferred to other projects.</p>