

Terms of Reference for in Civil Engineering (Manager), HRAD

Position Title	: Civil Engineer (Senior Manager)
Grade	: 6
Pay and Allowances	: Pay scale – 30,985-775-54,235 : Basic pay – Nu. 30,985.00 : Corporate allowance - 20% Other benefits as per SRR 2018
Type of Employment	: Regular
Reporting	: General Manager, HRAD and General Manager, Petroleum Division
Qualification and Experience	<ul style="list-style-type: none"> • Bachelor in Civil Engineering with aggregate 60%. • Min. of 60% in Class XII (English with best 3) and Class X (English with best 4) • 5 years experience in relevant field.
Background	There are FRO constructions, Regional office construction, general maintenance works to be carried out in the office. Therefore, we require Civil Engineer to monitor the works.
Knowledge, Skills and Abilities	Should know Software like Auto Cad, Etab/Staad pro, Excel, MS word. Should have Good communication skills and problem-solving abilities.
Duties and responsibilities and accountability	<ul style="list-style-type: none"> • Project Management. • Prepare Drawing, estimation and tendering works. • Guide and monitor site Engineer. • Monitor General Maintenance work. • Assure Project Quality and budget management. • Solve problems related to site.
Placement	<ul style="list-style-type: none"> • Head Office, Thimphu