Annexure 5A/6.1.2.1

ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE

JOB IDENTIFICATION

Position Title	:	Site Supervising Engineer
Position Level	:	Position Level shall be fixed based on experiences and Qualification
Occupational Group	:	Administrative and Technical
Employment Duration	:	Two years and extendable based on performance
College	:	College of Science and Technology

MAIN PURPOSE OF THE POSITION:
Management and supervision of construction projects at the college.

GENERAL ROLES AND RESPONSIBILITIES:

The site supervising engineering 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:

Support the PMT in implementation of the construction of all the facilities in the capacity of site supervising engineer.
Verify all Running Account Bills or completed works under his/her jurisdiction;
Work proactively at the sites to ensure that all standards stipulated by the design and specifications are consistently met;
Ensure quality of the work and timely monitoring of work
Maintain safety and health in construction work site
Conduct survey of works, prepare revised estimates and submit the same to the PMT for further scrutiny and approval;
Conduct mandatory field tests 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;
Conduct PMT meetings at least once a month and other site meetings at key stages of construction, involving the engineer-in-charge of the Contractor;
Maintain the construction schedule at the site and update it as and when it becomes necessary to do so;
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;
Record and maintain the measurement of works in accordance with the procurement guidelines of the Ministry of Finance:
Carry out any other responsibilities within his/her technical field of competence as and when required and as directed by the PMT;
The site supervising engineer will be accountable to any lapses on their part and shall be subjected to auditing by RAA.

SPECIFIC ROLES AND RESPONSIBILITIES:

Monitor for site safety and security;
Conduct regular site inspections and maintenance of the systems;
Resolving problems and implementing improvements;
Prepare rate analysis, deviation note sheet and maintain any important documentation.
Carry out any tasks that may be assigned from time to time.

KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

5.1 Educational Qualification: Minimum of Diploma in Civil Engineering/Bachelors in Civil Engineering with two years of experience in relevant field

5.2 **Experience: P**reference will be given to an experienced engineer.

5.3 Knowledge 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

Service Condition:

- The candidate will be recruited as a contract employee.
- Position Level/Salary and allowance will be based on experience and qualification in accordance to the existing Rules and Regulations of the Royal University of Bhutan.