TOR for Technical Officer, Civil

Job Title	Technical Officer, Civil
Position Level	Technical Officer
Reports to	Manager, Power & Infra section
Function	Planning, Budgeting, Maintenance and monitoring of civil infrastructure
Location	Thimphu

Accountabilities/Responsibilities
✔ Plan/design/estimate/draw up technical specification civil works.
✔ Plan budget for civil related works including FYI plan.
✔ Liaise/coordinate with other divisions/sections pertaining to all civil works
✔ Obtain approvals for construction of buildings/towers/retaining walls and fencings/access roads from the relevant authorities
✔ Ensure compliance to all regulatory requirements
✔ Ensure quality is maintained for all the construction works
✔ Report on civil works aspects of operational performance.
✔ Coordinate activities as per the technical plans and targets
✔ Tendering, Evaluation and Award of Contracts of civil works.
✔ Verification and checking of bills payment from the vendors.
✔ Uploading of civil works records in the system DMS
✔ Compilation of Audit report and response.
✔ Preparation and updating of monthly civil progress report.

Qualification, Knowledge, Skills and Experience	**Qualification:** ● Minimum of Diploma in Civil Engineering from a recognized College/University obtained on a full-time mode.