

TOR for Technical Officer, Civil

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| 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.