

Terms of Reference for Project Engineer

Job Title	Project Engineer
Employment Type	Contract (2 Years)
Reports to	Gyalsung Project Officers
Location	NS-Project Sites

Background

His Majesty the King announced the institution of the sacred Gyalsung Project on 17th December 2019 during the 112th National Day. The project is currently under construction in the five Gyalsung Academy sites namely, Jamtsholing (Samtse), Tareythang (Sarpang), Pemathang (Samdrup Jongkhar), Khotokha (Wangdue Phodrang) and Bondeyma (Mongar). The objective of Gyalsung is to provide direction and encourage our youth to be strong, independent thinkers, capable of serving the country. The five Gyalsung Academies, once commissioned, will provide basic military training and skill development courses in agriculture sciences, entrepreneurship, computer and coding, and health sciences, etc. The training will make our young people understand what they want to do, and prepare them to achieve their dreams so that they are ultimately able to contribute to the nation-building process. It will bring the youth of Bhutan together in a shared experience and act as a rite of passage- irrespective of their economic or regional backgrounds.

1. Duties and Responsibilities

The main job responsibilities shall be as follows:

- 1.1 Planning and scheduling of activities and programs.
- 1.2 Carry out periodic review of plans and programs
- 1.3 Compiling and preparing regular progress reports of the construction sites.
- 1.4 Prepare reports and documentation required for submission to the superior
- 1.5 Responsible for timely completion of construction.
- 1.6 Implement plans, designs, drawings, estimates and specifications for infrastructure, equipment and materials;
- 1.7 Interpretation of the drawings and execution of construction
- 1.8 Determine project responsibilities by identifying project phases and elements and assigning personnel to phases and elements;
- 1.9 Supervise and monitor the physical & financial progress against work plan.
- 1.10 Monitor progress of works and ensure compliance with general requirements of engineering standards/practices including the environmental issues as applicable for the Project.
- 1.11 Determine project schedule by studying project plan and specifications, calculating time requirements and sequencing project elements.

1.12 Prepare project status and trend analysis reports and recommend actions. 1.13 Maintain project schedule by monitoring project progress, coordinating activities and resolving problems. 1.14 Maintain proper documentation. 1.15 Any other responsibilities as assigned by the Management.
2. Quality and Safety
2.1 Day to day monitoring of the project site for any safety issues. 2.2 Responsible for all technical issues and quality assurance 2.3 Ensuring safety in the work place, record & report accidents to the management. 2.4 Ensuring that the construction workers adhere to all safety norms. 2.5 Ensuring conduct of all periodical tests on time. 2.6 Ensuring no accidents at the site associated with the project. 2.7 Maintain safe and clean working environment by enforcing procedures, rules and regulation in line with Labour and Employment Act of Bhutan and Safety Manual provisions.

3. Eligibility Criteria
3.1 Should have minimum qualification of Bachelors Degree in Civil Engineering 3.2 Should have minimum work experience of 5 years in construction

4. Position Level and Remuneration
4.1 The position level and remuneration shall be calculated on the basis of relevant qualification, experience and other skills.

