

DRUK HYDRO ENERGY LIMITED
TERMS OF REFERENCE
FOR
ASSISTANT EXECUTIVE ENGINEER/ASSISTANT ENGINEER (MECHANICAL)

Title of Position:	Assistant Executive Engineer/Assistant Engineer (Mechanical)
Reports to:	Head, EM & HM
Function:	EM & HM Division
Job Summary:	
Responsible for Mechanical works related to both Hydro-Mechanical and Electro-Mechanical Contract Packages of the projects.	
Responsibilities and Accountabilities:	
<ul style="list-style-type: none"> ▪ Assist Head, EM & HM in managing the Hydro-Mechanical Contracts which includes participating in evaluation, optimization, negotiation, and tendering process. ▪ Monitor and ensure that the contract executions are done within the contract price without comprising the quality and time. ▪ Review the Contractor/Sub-Contractor's design and drawing and check if it conforms to specifications and standards. Any discrepancies should be updated. ▪ Planning, scheduling, and execution of Hydro-Mechanical work. ▪ Coordination with the Project Directors, EICs, and contractors working simultaneously in the other contract packages of the Projects. ▪ Coordination with Consultant for issue and approval of drawings. ▪ Performance of work in accordance with specification, schedule, and budget. ▪ Prepare budget proposal and plan and manage the funds within the approved estimate. ▪ Initiate the proposal for variation and extension of time (EOT) of the contracts. ▪ Verification, payment of running, and final bill to the contractors. ▪ Any other works assigned from time to time. 	
Reporting	
<ul style="list-style-type: none"> ▪ Report directly to the Head, EM & HM. ▪ Submit monthly progress reports reflecting the progress of the construction works carried out by the Contractor and also underscore issues that may require the intervention of the Head, EM & HM. 	
Key Performance Indicators	
<ul style="list-style-type: none"> ▪ Achievement of yearly targets ▪ Effective contract management ▪ Successful and timely completion of preparation of EM & HM contracts of projects. ▪ Carry out due diligent exercise of hydropower project reports (DPR/FS/PFS/RE) so as to come out with the best quality reports with minimal risk and changes during the implementation phase of the project. ▪ Associated with the ongoing hydropower projects in resolving technical issues being faced by the projects as and when required. ▪ Smooth interfacing with other key packages ▪ Cordial relationship with contractors/stakeholders 	

Qualification, Key Skills, and Competencies

Qualification:

Bachelor's Degree in Mechanical Engineering with a minimum existing grade of M3 and above in DGPC and minimum work experience of 5 years in related fields.

Key Skills and Competencies:

- Familiarity with design and strong analytical and critical thinking skills, with a high level of accuracy in calculations and design.
- Proficiency with Computer Design Tools.
- Experience in leading small and large mechanical teams in multi-disciplinary projects.
- Excellent communication and interpersonal skills
- Good planning and organizational skills
- Ability to function with minimal supervision.
- Excellent time management skills to ensure project deadlines are met within budgets.
- Ability to maintain an overview of entire projects while continuing to attend to detailed technicalities.
- Respect, integrity, commitment, diversity, stress tolerance, excellence, and building partnerships/team work.