

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

Title of Position:	Assistant Executive Engineer/Assistant Engineer (Civil)
Reports to:	Engineer-In-Charge
Function:	Hydro Power Projects, DHyE
Job Summary:	
<p>Responsible for supervision and recording of construction of HPP, survey works, coordination, quality control, construction of Infrastructure facilities, access roads, headworks, penstocks, powerhouse, local area development works, liaison with stakeholders, and other duties as directed by the EIC and or Project Director.</p> <p>Ensure technical soundness of the planned activities; guidance and/or clarification on technical issues; ensure the project activities are directed towards outcomes and outputs, and review and endorse proposals.</p>	
Key Responsibilities	
<ul style="list-style-type: none"> ▪ Assist EIC to monitor the day-to-day works of the Consultant/ Contractor. ▪ Assist EIC to evaluate bids as well as carry out supervision of the construction of hydropower structures, whenever required. ▪ Review and design of civil components of hydropower and other infrastructure/facilities. ▪ Review of drawings, bill of quantities, planning & scheduling, and technical reports submitted by the Contractor/ Consultant. ▪ Coordinate with the Consultant as per the requirement to ensure designed construction quality including time and cost control. ▪ Ensure quality and completeness of the deliverables in reference to the approved Terms of Reference (ToR). ▪ Monitor the Contractor’s daily, weekly, and monthly progress with the approved project implementation plan. ▪ Carry out periodic quality checks as required. ▪ Conduct and participate in different levels of project-related meetings as per requirement. ▪ Effective communication with various stakeholders and related local authorities of hydropower projects under DHyE. ▪ Assist EIC/ Contract & Procurement Division (C&PD) to prepare the tender/ contract documents and its evaluation for the procurement of works, goods, and services. ▪ Support EIC/C&PD to analyze the claims, variations, an extension of time etc. ▪ Support EIC/ C&PD to check & verify the Contractor’s payment statements. ▪ Review the project interface in the implementation schedule submitted by the Consultant/ Contractor and suggest appropriate measures for correction, if required. ▪ Determination of the possible difficulties that may be encountered by a specific construction method for any particular project. ▪ Assist EIC to identify and report the delay in a project’s progress. ▪ Ensure “As Built Drawings” are prepared and well documented. ▪ Conduct and participate in different levels of project-related meetings as per requirement. ▪ Assist EIC with progress report preparation. ▪ Ensure the reliability of the progress report submitted by the Consultant/ Contractor. ▪ Interact and assist the same/other divisions of the HPPs from time to time as per requirement. 	

<ul style="list-style-type: none"> ▪ Any other works assigned from time to time. 	
Reporting	
<ul style="list-style-type: none"> ▪ Report directly to the Engineer-In-Charge and attend regular Progress Review Meetings at the Project level. ▪ Submit regular 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 EIC or Project Director. 	
Key Performance Indicators	
<ul style="list-style-type: none"> ▪ Effective contract management ▪ Civil works completed with quality ▪ Timely completion of the work ▪ Development of an efficient and motivated team (supervisors/ technicians) ▪ Smooth interfacing with other key packages ▪ Cordial relationship with contractors/stakeholders 	
Qualification, Key Skills, and Competencies	
<p>Qualification:</p> <p>Bachelor's Degree in Civil Engineering with a minimum existing grade of M3 and above in DGPC and minimum work experience of 5 years in related fields.</p>	<p>Key Skills and Competencies:</p> <ul style="list-style-type: none"> ▪ Familiarity with design and strong analytical and critical thinking skills, with a high level of accuracy in calculations and design. ▪ Excellent time management skills to ensure project deadlines are met. ▪ Leadership skills to effectively manage a diverse group of professionals working in the project. ▪ Ability to think methodically and manage project's problem-solving skills. ▪ Ability to work to deadlines and within budgets. ▪ Ability to maintain an overview of entire projects while continuing to attend to detailed technicalities. ▪ Excellent verbal and written communication skills, negotiating, supervisory, and leadership skills. ▪ Respect, integrity, commitment, diversity, stress tolerance, excellence and building partnerships/team work.