

DRUK HYDRO ENERGY LIMITED
TERMS OF REFERENCE
FOR

JUNIOR ENGINEER/SENIOR/SECTION OFFICER (CIVIL)

Title of Position:	Junior Engineer/Senior Section/Section Officer (Civil)
Reports to:	Engineer-In-Charge
Function:	HPP
Job Summary:	
Responsible for supervision and monitoring of the construction of all Civil works of the Project (such as the construction of roads, infrastructure facilities, Headworks, Powerhouse, Penstock, etc.).	
Key Responsibilities	
<ul style="list-style-type: none"> ▪ Assist EICs/EEs/AEEs/AEs of the respective HPP and manage the day-to-day functioning of HPP. ▪ Supervision and monitoring of the construction activities of the particular shifts on a daily basis. ▪ Monitor and ensure that procedures, materials, and equipment comply with approved project plans, construction drawings, technical specifications, and samples. ▪ Develop and implement quality control programs. ▪ Monitor the progress of the construction works to meet the specific datelines, act and integrate the remedial measures to deal with the results of the delayed activities. ▪ To ensure that construction works are carried out within the schedule and the approved budget. ▪ To ensure that construction works are carried out as per the approved construction drawings, standard norms, and generally accepted procedures. ▪ Prepare and submit a budget estimate for the activities under the respective function. ▪ Interact with co-workers and educate them on construction quality standards measures and practices. ▪ Regularly discuss with the supervisory, senior management team, contractors, and other co-workers about site situations and resolve matters such as work procedures, complaints, and construction problems instantly. ▪ Provide quality monitoring and feedback on improvements to be done to the construction activities. ▪ Verification, processing, and preparations of running account bills (RA bills)/interim payment certificates (IPCs) for the contractor. ▪ Maintaining records such as construction activity log, construction materials, machinery, and manpower deployed at the site. ▪ Inspect the storage yard to ensure that the contractor maintains the stock of key construction materials so that work is not hampered due to a shortage of construction materials. ▪ Any other works assigned from time to time. 	

Reporting	
<ul style="list-style-type: none"> ▪ Report directly to Engineer-In-Charge or EE/AEE/AE. ▪ 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 Supervisors. 	
Key Performance Indicators	
<ul style="list-style-type: none"> ▪ Achievement of yearly targets. ▪ Operating within the agreed plan, budget, and time. ▪ Adhere to construction to approved technical specifications. ▪ Smooth interfacing with other key packages ▪ Occupational Health & Safety. ▪ Any other measures as determined by the supervisor. 	
Qualification, Key Skills, and Competencies	
<p>Qualification: Diploma in Civil Engineering with minimum work experience of 5 years and above in hydropower project construction.</p>	<p>Key Skills and Competencies:</p> <ul style="list-style-type: none"> ▪ Strong analytical skills with an ability to evaluate and propose strategic options. ▪ Ability to think critically and strategically in difficult conditions. ▪ Commitment to ensuring knowledge transfer and capacity building. ▪ Excellent interpersonal communication, relationship-building, and networking skills. ▪ Ability to work under pressure and meet tight deadlines. ▪ Respect, integrity, commitment, diversity, stress tolerance, excellence and building partnerships/team work.