

1. Head, Design Division

Job title: Head, Design Division

Reports to: Managing Director

Function: Responsible for leading and coordinating all civil design activities related to main packages of the project in consultant with relevant consultants and contractor.

Location: Dorjilung Hydropower Project (DHPP), Thimphu

Responsibilities and Accountabilities:

I. Main Contract Package

- Oversee all design and engineering aspects of the project, ensuring compliance with relevant standards, regulations, and project requirements.
- Conduct thorough review of designs and engineering drawings, ensuring accuracy, completeness, and compliance with relevant standards and regulations.
- Timely review of design memorandums, structural analysis, and construction drawings and specifications for civil works.
- Ensure all design deliverables comply with contract requirements, international standards, and regulatory approvals.
- Participate in and contribute to monthly project progress review meetings with Contractors and Consultants.
- Maintain accurate and comprehensive project documentation, including designs, drawings, specifications, and reports.
- Implement and maintain quality control procedures to ensure the accuracy, precision, and reliability of the designs and engineering works.

II. Consultants and External Experts:

- Maintain regular communicate with the experts at the site/field and also with the home office.
- Coordinate meetings between DHPP and Design Consultant or any other consultant.
- Monitor Consultant performance and ensure timely approval and payment for consultancy services.

III. Monitoring and Quality Assurance:

- Coordinate necessary monitoring programs during construction.
- Manage data collection, storage, and reporting for monitoring programs.
- Initiate corrective measures if construction-induced impacts exceed allowable thresholds.
- Identify and assess potential risks related to the design and engineering process, and develop mitigation strategies.

IV. Management and Reporting:

- Prepare regular progress reports on design and construction issues.
- Ensure proper documentation and record-keeping of all design-related communications and approvals.
- Support management (or relevant consultant) in decision-making with technical advice and analysis
- Any other/additional tasks assigned by the management of Dorjilung Hydropower Project.

Education Qualification and Experience

Master's Degree in Civil Engineering/ Structural Engineering/ Hydropower Engineering/ Tunnelling and Bachelor Degree in Civil Engineering with minimum experience of 15 years in the design and engineering of hydropower project.

2. Executive Engineer (Civil)

Title of Position: Executive Engineer (Civil)

Division: Design and Engineering Division

Reports to: Head, Design and Engineering Division

Functions: Responsible for managing and coordinating all civil engineering design activities for the hydropower project. The role involves ensuring that designs are technically sound, cost-effective, environmentally compliant, and aligned with project specifications, timeliness and quality standards.

Location: Dorjilung Hydropower Project, Thimphu

Responsibilities and Accountabilities:**I. Planning and Coordination**

- Lead the preparation, review and finalization of civil engineering designs and drawings.
- Coordinate with other divisions to ensure cohesive and integrated design development.
- Coordinate with external design consultants to ensure quality and timely delivery of design packages.

II. Technical Review

- Review detailed engineering drawings, specifications, calculations and report submitted by Consultants/Contractors.
- Verify design feasibility, constructability and economic efficiency.
- Provide expert recommendations for improvements/modifications.

III. Construction Interface

- Provide necessary technical support and clarifications to construction teams during execution.
- Conduct periodic visits to the site to validate design implementation and resolve issues.

IV. Contract Management

- Assist in preparing design related tender documents, scope of work, and technical evaluation of design proposals.
- Monitor contract adherence to contract specifications by Consultants/Contractors involved in the design process.

V. Compliance & Documentation

- Ensure that construction meets the technical standards, contractual obligations and EHS (Environment, Health & Safety) guidelines.
- Prepare and maintain project documentation, including progress reports, work schedules, safety plans and environmental management plans.

VI. Team Management

- Supervise and provide technical guidance to junior engineers and staff members.
- Promote a culture of safety and environmental responsibility among all team members and contractors.
- Ensure effective communication between all team members, contractors and stakeholders.

Education Qualification an experience

- Minimum of Diploma in Civil Engineering with 10 years of experience in hydropower design, documentation and construction with existing grade of M3/M2