

Section Officer/Senior Section Officer (Civil)

Title of Position:	Section Officer/Senior Section Officer (Civil)
Position Level	Supervisory
Reports to:	Engineer-In-Charge
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 Units/Divisions and manage the day-to-day functioning of DGPC/Projects▪ 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.	
Key Performance Indicators:	

- 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:

Qualification:

- Diploma in Civil Engineering with at least 5 years of experience in case of Senior Section Officer in hydropower project construction.

Key Skills and Competencies:

- 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/teamwork.