

TERMS OF REFERENCE

Post: Assistant Site Engineer

Reporting relationship: Head of Department

Gross Salary: MVR 10,834

Employment Type: Ordinary (first year on contract)

RESPONSIBILITIES AND DELIVERABLES:

1. Responsible for maintaining the quality of the construction work by supervising and monitoring the contractor's work and construction progress.
2. Ensure the management of all daily correspondence by handling all incoming and outgoing communications. Additionally, the project implementation unit should be informed of all correspondence.
3. Ensure instructions provided by Project Manager, Project Engineer, Project Officer, and Quantity Surveyor, and Site Engineer are being followed.
4. Monitor progress of project in accordance with construction schedule. Identify in advance any potential issues that may affect the progress of the project.
5. Supervision of work carried out by contractor to assure work quality. Supervision of work should be done as per the drawings, specification, and local regulation. Identify and report the potential problems at site and help to prevent them
6. Supervision of the construction officers, in relation to the work assignment as per the instruction of Project Manager, Project Engineer. Ensure all project works are carried out in accordance with the detailed design, contract document and work schedule. Furthermore, supply clarification of the construction documents, specifications, and drawings as and when required.
7. Record daily progress charts and quality assurance log. Additionally, assist in ensuring all daily reporting is completed by the construction officer. Routinely issue all charts and logs to the Project Implementation unit for documentation and review.
8. Assist the Project Manager, Project Engineer, Project Officer, and Quantity Surveyor in conducting training, when required.
9. Ensure safe and proper use of equipment on site, and compliance with work methodologies.
10. Maintain safe, secure, and healthy work environment and ensure public safety.
11. Ensure compliance with local authorities and highlight any key issues to the project implementation units.

EMPLOYEE SPECIFICATION (QUALIFICATIONS AND EXPERIENCE):

1. MNQF Level 7 in Civil Engineering related field OR
2. MNQF Level 5 in Civil Engineering, Construction, or related field with two (2) years of professional work experience in the Building Construction field or a related field with field experience in a construction site management or construction site supervision role.

SKILLS AND COMPETENCIES:

1. Experience in civil construction work will be treated
2. Proficiency in AutoCAD, and Microsoft Office.
3. Able to read and interpret engineering drawings and specifications.
4. Highly organized and should be able to multitask. Ability to follow instruction issued by Engineer in charge.
5. Good interpersonal and communication skills. Should be effectual communicator verbally as well as through writing skills.
6. Should be able to work flexible hours.
7. Should be able to priorities tasks and manage one's own time effectively.