



## **Terms of Reference**

### **Civil Engineer**

#### **Fenaka Corporation Limited**

#### **1. Introduction**

**Post:** Civil Engineer

**Type:** Contract 1 Year

**Department:** Project Department / Planning Unit

**Salary and Benefits:** Negotiable

#### **2. Position Overview**

The Civil Engineer is responsible for designing, planning, and overseeing construction and maintenance of building structures and infrastructure projects including the construction of power plants, and water and sewerage systems in Fenaka Corporation. This role involves applying engineering principles, project management techniques, and environmental impact assessments to ensure that all projects comply with regulatory standards and meet client requirements. The Civil Engineer must stay technically proficient and deliver innovative solutions to complex engineering problems.

#### **3. Reporting Relationship and Communication**

The Civil Engineer will report to the Senior Engineer daily, with regular progress meetings scheduled to ensure effective communication and collaboration throughout the contract period, unless otherwise instructed.

#### **4. Scope of Work**

The work of the Civil Engineer will include the following tasks, among others:

- Collaborate with architects and other engineering professionals to develop detailed project plans and blueprints.
- Coordinate with project stakeholders to ensure designs comply with local building codes, regulations, and environmental standards.
- Conduct site assessments while providing site specific instructions / suggestions where necessary and conduct and feasibility studies.
- Prepare and review technical design of the projects and bills of quantities, employer's requirements and technical specifications for the projects and revise the design specifications in accordance with project documents.
- Participate in construction oversight activities during civil works and maintain regular meetings, maintaining logs and records of the progress, issue of change notices and approvals of payments.
- Design buildings in the project sites and preparation of necessary documents required for bid documents, contract documents and technical reports.
- Aiding in preparation of project activities and financial plans.
- Review payment invoices and preparation of interim payment certificate.
- Prepare reports such as annual work plan, annual project review reports, project progress reports.
- In Contract Administration, participate in construction oversight activities during civil works and maintain regular meetings, maintaining logs and records of the progress, issue of change notices and approvals of payments.

- Review the operation and maintenance manuals submitted by the contractors; and provide guidance where necessary in establishing operation and maintenance procedures in consultation with project stakeholders.
- Participate in monitoring and evaluation for the contracts issued for projects managed by the Fenaka.
- Undertake other technical tasks as and when required by the Fenaka.

## **5. Key Responsibilities**

Under the directions Senior Engineer, the Civil Engineer shall perform the following responsibilities.

- Coordinate with all the relevant project stakeholders effectively throughout the project life cycle.
- Prepare project concept papers, information memoranda, project proposals, implementation/work plans, progress reports, project reports and other documentation related to projects.
- Review and analyse structural designs and drawings submitted by relevant stakeholders.
- Prepare and review technical design of the projects and bills of quantities, employer's requirements and technical specifications for the projects and revise the design specifications in accordance with project documents.
- Design buildings in the project sites and preparation of necessary documents required for bid documents, contract documents and technical reports.
- Prepare project concept papers, information memoranda, project proposals, implementation/work plans, progress reports, project reports and other documentation related to projects.
- Create and maintain comprehensive project documentation.
- Ensure effective risk management to minimize project risks.
- Review payment invoices and preparation of interim payment certificate.

## **6. Stakeholder Coordination**

- Collaborate with architects, engineers, Project managers, and other stakeholders to ensure seamless project execution.
- Facilitate effective communication and coordination among project team members.

## **7. Education and Experience**

- The applicant must hold a bachelor's degree in civil engineering (MNQF 07) or a related field and must demonstrate a good command of knowledge in the areas of Project management and coordination. Minimum 03 (Three) years of experience in a relevant field.  
(or)
- The applicant must hold an advanced diploma in civil engineering (MNQF 06) or a related field and must demonstrate a good command of knowledge in the areas of Project management and coordination. Minimum 08 (Eight) years of experience in a relevant field.

## **8. Skills and Competencies**

- Proficiency in engineering software such as AutoCAD, Civil 3D, structural analysis, and project management tools.
- Direct work experience in project management of infrastructure projects, including all aspects of process development and execution.
- Experience in project formulation and tendering process. Experience in managing FIDIC contracts will be an added advantage.
- Ability to effectively prioritize and execute tasks in high-pressure environments is crucial.
- Ability to manage multiple projects and work to tight deadlines.
- Strong knowledge of local building codes, regulations, and safety standards.
- Excellent command over English with proven communication and, presentation and negotiation skills.
- Strong leadership, management, and communication skills in presenting, discussing, and resolving difficult issues and have ability to work efficiently and effectively with a multidisciplinary team.

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