

TERMS OF REFERENCE FOR CIVIL ENGINEER

Post: Civil Engineer
Department: Planning and Project Management
Gross Salary: MVR 20,000 - 25,000
Reporting relationship: Reports to the Head of Department

RESPONSIBILITIES AND DELIVERABLES:

1. Act as an adviser to the contractor, check site works and maintain precise and regular journal of work progress.
2. Manage, monitor, interpret and explain the structural design and detail documents submitted by the contractor.
3. Maintain constant liaison with the Contractor and their representatives (architects, surveyors and other technical staff) including attending regular meetings to ensure the pace of work progress.
4. Identify and conceptualize social housing related construction projects in the Maldives.
5. Manage the projects throughout the project life cycle: project initiation, planning, implementation, and closure; ensuring the achievement of the projects' goals and objectives.
6. Define accurate and detailed scope, objectives and deliverables for the projects.
7. Ensure that the construction activities are carried out according to the plans, designs and drawings and ascertain accuracy of the qualities, quantities and proportions of the construction materials are precisely maintained.
8. Ensure that all materials used and works performed are in accordance with the specifications indicated in the contract document.
9. Prepare project structural details, project proposals, tender documents, implementation/work plans, progress reports, project reports and other documentation related to projects.
10. Coordinate and manage the relationship with all the relevant project stakeholders effectively throughout the project life cycle.
11. Develop and implement detailed and effective mechanisms to monitor and track projects and quality assurance
12. Manage project budgets and meet budgetary objectives and make adjustments to project constraints based on financial analysis.
13. Assist the staff during field surveys and site visits and provide guidance to the staff in carrying out the works effectively.
14. Review the operation and maintenance manuals submitted by the contractors; and provide guidance where necessary in establishing operation and maintenance procedures for the social housing projects.
15. Assist and advice Project Implementation Unit in preparing and revising project activities and structural details and assistance when required by the Government and the relevant funding agency.
16. Assist in the review/evaluation of project reports and documents.
17. Perform other related technical tasks and duties as and when assigned by the Project Manager or Managing Director.

REQUIREMENTS

- Completion of MQA Level 7 Qualification in Civil Engineering or related field.
- Must have minimum three (03) years of professional work experience in the field of civil engineering or a related field with field experience in a construction site management or construction site supervision role.

Competencies

- Experience in strategic planning and risk management.
- Experience in civil construction work under government health sector will be treated as an added advantage.
- Proficiency in project management software, AutoCAD and Microsoft Office.
- Highly organized and should be able to multitask.
- Good interpersonal and communication skills.



APPLICATION FORM FOR EMPLOYMENT

Applicant's
passport size
photo

1. Job Details

Applied position:

Announcement Reference:

2. Applicant's Details

2.1. Full Name:

2.2. Permanent Address:

2.3. Current Address:

2.4. ID Card Number:

2.5. E-mail Address:

2.6. Mobile Number:

2.7. Date of Birth:

2.8. Age:

2.9. Gender:

Male ☐

Female ☐

3. Educational Qualification

G.C.E Ordinary Level and S.S.C Results

Subject

Grade

Year

G.C.E. Advanced Level and H.S.C Results

Subject

Grade

Year

Higher Educational Qualification

Program

Level

From

To

Institute/ Country

4. Employment History

Designation

Office

From

To

5. Applicant's Declaration

I declare that all information provided in this application is accurate and complete. I understand that false, misleading, incomplete or omitted information could lead to the invalidation of my application.

Applicant's Signature:

Date:

Documents to submit: (Please check if the following documents have been included)

- ☐ 1. Curriculum Vitae (CV)
- ☐ 2. Educational Certificates (Accredited and Attested copies)
- ☐ 3. Copy of National ID card
- ☐ 4. Job Reference Letters (Previous/current employment)
- ☐ 5. Police Report (On request prior to finalizing of employment)
- ☐ 6. Portfolio (if applicable)

Please submit completed application form, with relevant supporting documents addressed to:

HUMAN RESOURCES,
Fahi Dhiriulhun Corporation
8th Floor, H. Orchid
20095, Ameeru Ahmed Magu,
K. Malé, Republic of Maldives.