

TERMS OF REFERENCE

Post: Site Engineer, Construction

Reporting Relationship: Head of Department - Construction

Gross Salary: MVR 23,000 – MVR 27,000

Eligible Variable Allowances:

- Public Holiday Allowance
- 6th Day Allowance
- Overtime Allowance
- Food Allowance (**Eligible for Foreigners**)

RESPONSIBILITIES AND DELIVERABLES

1. **Site Supervision & Inspection:** Oversee the day-to-day site activities to ensure that all work is executed as per project drawings, specifications, and quality standards. Conduct regular site inspections to ensure work is progressing as planned and that construction methods meet approved procedures.
2. **Quality Assurance & Control:** Ensure that all materials delivered to the site are in line with approved material specifications. Inspect materials, workmanship, and construction processes to ensure compliance with safety, quality, and environmental standards.
3. **Site Progress Monitoring:** Monitor site activities and track progress against the construction schedule. Ensure that work progresses as per the planned timeline and report any delays or issues to senior engineers for corrective actions.
4. **Team Guidance & Supervision:** Provide leadership and guidance to the site supervisors, foremen, and labor force.
5. **Daily Reporting & Documentation:** Prepare and submit daily progress reports on site activities, labor attendance, material consumption, and any issues faced. Document any changes or deviations from the approved plans.
6. **Safety Management:** Ensure that safety protocols are strictly followed on-site. Conduct regular safety briefings and risk assessments and ensure that all personnel wear the required personal protective equipment (PPE).

7. **Coordination with Senior Engineers & Management:** Regularly communicate with senior engineers, project managers, and other stakeholders to update them on site progress, raise concerns, and discuss solutions for any challenges encountered.
8. **Material Handling & Storage:** Supervise the storage, and distribution of materials on-site, ensuring proper inventory management and protection from damage. Ensure that only approved materials are used in construction.
9. **Site Issue Resolution:** Address any on-site challenges or conflicts quickly and efficiently, ensuring minimal disruption to the project timeline. Liaise with contractors and subcontractors to resolve technical or logistical issues.
10. **Travel & Mobility:** Regularly travel between project islands, ensuring consistent oversight across multiple sites. Adapt to different site conditions and requirements depending on the location.

EMPLOYEE SPECIFICATION.

- MNQF Level 7 in Civil Engineering or related field with minimum 2 years of experience in construction OR.
- Diploma in Civil Engineering or related field with minimum 4 years of experience in construction.

SKILLS AND COMPETENCIES

- **Travel & Mobility:** Regularly travel between project islands, ensuring consistent oversight across multiple sites. Adapt to different site conditions and requirements depending on the location.
- Use BIM software will be an added advantage.
- Must be able to work independently, be reliable and organized.
- Proven outstanding quantitative skills, decision making skills, analytical and problem-solving skills. Additionally, must be able to provide high-level technical support. Able to make quick decisions and solve technical problems and adapt to client requirements.
- Highly organized and should be able to multitask. Should be to work through flexible hours.
Should be able to travel to islands