

TERMS OF REFERENCE

Post: Assistant Civil Engineer

Reporting relationship: Head of Department

Gross Salary: MVR 15,000

RESPONSIBILITIES AND DELIVERABLES:

1. Check site works and maintain precise and regular journal of work progress.
2. Monitor, interpret and explain the structural design and detail documents submitted by the contractor.
3. Assist in the management of the projects throughout the project life cycle: project initiation, planning, implementation, and closure; ensuring the achievement of the projects' goals and objectives.
4. Monitor to 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.
5. Ensure that all materials used and works performed are in accordance with the specifications indicated in the contract document.
6. Implement detailed and effective mechanisms to monitor and track projects and quality assurance.
7. Assist in preparing project structural details, project proposals, tender documents, implementation/work plans, progress reports, project reports and other documentation related to projects.
8. Coordinate with all the relevant project stakeholders effectively throughout the project life cycle.
9. 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.
10. Assist in the management of the project budgets and meet budgetary objectives and make adjustments to project constraints based on financial analysis.
11. Assist the staff during field surveys and site visits and provide guidance to the staff in carrying out the works effectively.
12. 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.
13. Assist the Project Implementation Unit in preparing and revising project activities and structural details and assistance when required by the Government and the relevant funding agency.

14. Assist in the review/evaluation of project reports and documents.
15. Perform other related technical tasks and duties as and when assigned by the Project Manager or Managing Director.

REQUIREMENTS

1. Completion of MQA Level 7 Qualification in Civil Engineering or related field.
2. Must have minimum 1 (one) year 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.

SKILLS AND COMPETENCIES

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