

TERMS OF REFERENCE

Post: Civil Engineer

Reporting relationship: Head of Department

Gross Salary: MVR 24,227.75

RESPONSIBILITIES AND DELIVERABLES:

- Act as an adviser to the contractor, check site works and maintain precise and regular journal of work progress.
- Manage, monitor, interpret and explain the structural design and detail documents submitted by the contractor.
- 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.
- Manage the projects throughout the project life cycle: project initiation, planning, implementation, and closure; ensuring the achievement of the projects' goals and objectives.
- Assist the project manager in the development of work plans, workshops and periodical work sessions and meetings for the unit and hold orientation seminar for his team members from the project.
- Define accurate and detailed scope, objectives and deliverables for the projects.
- 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.
- Ensure that all materials used and works performed are in accordance with the specifications indicated in the contract document.
- Prepare project structural details, project proposals, tender documents, implementation/work plans, progress reports, project reports and other documentation related to projects.
- Coordinate and manage the relationship with all the relevant project stakeholders effectively throughout the project life cycle.
- Develop and implement detailed and effective mechanisms to monitor and track projects progress and quality. Key issues should be logged and documented. These should be routinely followed up to ensure that these are resolved in a timely manner.
- Manage project budgets and meet budgetary objectives and adjust project constraints based on financial analysis.
- Assist the staff during field surveys and site visits and provide guidance to the staff in carrying out the works effectively.
- 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.

- 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.
- Ensure information/reports such as work plan, project review reports, project progress reports, bi-annual reports, quarterly reports etc. and other documentation requested by Government, Funding Agency and management for review and/or for presentation are provided in a timely manner. Additionally, assist in the review/evaluation of project reports and documents.

EMPLOYEE SPECIFICATION (QUALIFICATIONS AND EXPERIENCE)

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

SKILLS AND 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.