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Agency for Promotion of Indigenous Crafts
Ministry of Economic Affairs
Royal Government of Bhutan



Agency for Promotion of Indigenous Crafts (APIC) is pleased to announce the vacancy for the post of a site engineer.

Sl#	Post	Employment Type	Qualification & Experience	Salary	Slot
1	Project Engineer	On contract for a period of 3 years	B.Eng.(Civil Works)/Diploma in Civil Eng. 5 years for B. Eng. and 10 years for Diploma in Civil Engineering in construction projects. Preference shall be given to candidates with experience in similar projects.	35,000 + 30% Contract Allowance	1

Documents requirements

1. An application addressed to the CEO, APIC indicating clearly the post applied for;
2. Curriculum Vitae (CV) clearly indicating requirements referred to above;
3. Copies of:
 - a. Academic transcripts
 - b. Reference of work experience
 - c. Security clearance certificate
 - d. Medical certificate
 - e. Citizenship Identity Card
 - f. NOC from the current employer, if employed.

The last date for the submission of application is on **12th December 2014**. For Terms of Reference, please visit our website www.apic.org.bt or contact Craft Bazaar Development Officer at **02-334157** during office hours.

Chief Executive Officer



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The Duties and Responsibilities are as follows:

General:

- Responsible for timely completion of construction.
- Arrange weekly meetings with the contractors and keep MoM for record and reference.
- Liaise with relevant authorities/ agencies for obtaining the required clearances for essential services in connection with the Project.
- Substitute and supervise the works when the other Project Manager is out of station.
- Any other responsibilities as assigned by the Project Manager or Management.

Technical:

- Preparation of the Tender documents for Professional Design and EPC Contractor
- Preparing and carrying out the tendering process
- Prepare and implement plans, designs, drawings, estimates and specifications for infrastructure, equipment and materials;
- Determine project responsibilities by identifying project phases and elements and assigning personnel to phases and elements;
- Interpretation of the drawings during construction.
- Coordination of various stakeholders
- Responsible for assuring all BOQ, Drawings and technical specifications are correct.
- Supervise and monitor the physical & financial progress against the original work plan.
- To be thorough with the contract agreement and recommend the Project Manager on any contractual issues.
- Monitor the progress of works and ensure compliance with general requirements of engineering standards/practices including the environmental issues as applicable for the Project.
- Determine project schedule by studying project plan and specifications, calculating time requirements and sequencing project elements;
- Prepare project status and trend analysis reports and recommend actions
- Maintain project schedule by monitoring project progress, coordinating activities and resolving problems
- Any variation has to be supported by schematic diagram and site photo.

Quality & Safety:

- Day to day monitoring of the project site
- Responsible for all technical issues and quality assurance
- Ensuring safety in the work place, record & report accidents to the Project Manager timely.
- Ensuring that the construction workers adhere to all safety precautions.
- Ensuring all periodical tests
- Ensuring no accidents at the site associated with the project.
- Ensuring timely reporting of any accidents to the project Manager and to concerned authorities.
- Maintain safe and clean working environment by enforcing procedures, rules and regulation in line with Labour and Employment Act of Bhutan.



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Administration:

- Arranging weekly meeting with the contractor and minuting Minutes of Meeting for record and reference
- Bill verification and guiding the Site Engineer in maintaining the measurement book into the Measurement Book (MB) and ensure timely payments.
- Checking if the site order book, equipment record, attendance, etc. has been maintained and updated regularly.
- Submitting timely proposals for any variation of works, extension of time, penalty fee, etc. as per the terms and condition of the contract agreement.

Accounting & Audit:

- Bill verification and recording the measurement of works into the Measurement Book (MB).
- Monitor payments and ensure the contractor is not over paid/ underpaid.
- Conduct rate analysis when the variation exceeds limit and recommend to the Project Manager.
- Maintain documentation and records related to the project.
- Assume all obligations of the APIC under the agreement that may be made and entered into with project owners;
- Any other responsibilities assigned by the management.

4. Job environment

The Project Engineer will be stationed at the Project Site in Thimphu. Since the projects are major infrastructure development with complex issues and specialized items in the project, it is expected that the Project Engineer's task would be challenging.

5. Person Specification**5.1. Knowledge and Experience**

- Minimum of Bachelor's degree in Civil Engineering from a reputed institute that is recognized in Bhutan, with at least 5 years work experience or Diploma in Civil Engineering from a reputed institute that is recognized in Bhutan, with a minimum of 10 years work experience;
- Knowledge in AutoCAD/Staad Pro/Rabit/Surfer and other software;
- Knowledge of project management techniques and tools;
- Proven experience in procurement and tendering processes;
- Proven experience in risk management;
- Proven experience in financial management;
- Proven experience in construction supervision;
- Proven experience in leading project teams.



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5.2. Key competencies

- Dedicated, enthusiast, entrepreneurial, dynamic and professional;
- Integrity/Accountability;
- Planning and organizing;
- Critical thinking and problem solving;
- Motivation and commitment;
- Positive attitude to work and colleagues;
- Results orientation;
- Ability to communicate effectively and credibly;
- Negotiation and conflict management
- Willingness to go the extra mile in fulfilling the plans and objectives of the company
- Any other responsibilities assigned by the management.

6. Documents requirements

4. An application addressed to the CEO, APIC indicating clearly the post applied for;
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