

Position Title:	Engineer (Civil)
Employment Type:	Contract (2 Years)
Place of Work:	Project sites
Application Deadline:	27 th June 2020
Number of Post:	15 (Fifteen)

1. Background

Gyalsung Infra is looking to recruit dedicated and capable experienced Civil Engineers who could manage the works and activities related to construction with minimum supervision.

2. Duties and Responsibilities

The main job responsibilities shall be as follows:

- i. Planning and scheduling of activities and programs.
- ii. Carry out periodic review of plans and programs
- iii. Compiling and preparing regular progress reports of the construction sites.
- iv. Prepare reports and documentation required for submission to the superior
- v. Responsible for timely completion of construction.
- vi. Implement plans, designs, drawings, estimates and specifications for infrastructure, equipment and materials;
- vii. Interpretation of the drawings and execution of construction
- viii. Determine project responsibilities by identifying project phases and elements and assigning personnel to phases and elements;
- ix. Supervise and monitor the physical & financial progress against work plan.
- x. Monitor progress of works and ensure compliance with general requirements of engineering standards/practices including the environmental issues as applicable for the Project.
- xi. Determine project schedule by studying project plan and specifications, calculating time requirements and sequencing project elements.
- xii. Prepare project status and trend analysis reports and recommend actions.
- xiii. Maintain project schedule by monitoring project progress, coordinating activities and resolving problems.
- xiv. Maintain proper documentation.
- xv. Any other responsibilities as assigned by the Management.

i. Quality & Safety

- i. Day to day monitoring of the project site for any safety issues.
- ii. Responsible for all technical issues and quality assurance
- iii. Ensuring safety in the work place, record & report accidents to the management.
- iv. Ensuring that the construction workers adhere to all safety norms.
- v. Ensuring conduct of all periodical tests on time.
- vi. Ensuring no accidents at the site associated with the project.
- vii. Maintain safe and clean working environment by enforcing procedures, rules and regulation in line with Labour and Employment Act of Bhutan and Safety Manual provisions.

3. Required Qualification and Experience

- i.i. Minimum Bachelors Degree in Civil Engineering from a reputed institute.
- ii.ii. Minimum 5 years of experience in construction.

4. Key Competencies

- i. Should possess very good attitude.
- ii. Have keen interest to work at site.
- iii. Must demonstrate strong zeal to be part of Gyalsung Infra team.
- iv. Should have multi-tasking abilities.
- v. Must possess superior attention to details.
- vi. With high level of integrity, honesty and professionalism.
- vii. Very good communication skills.
- viii. Must enjoy working in a team and leading others.
- ix. Must be interested to share knowledge and develop others.
- x.

5. Nature of employment, Position level, remuneration and other benefits

The Engineers shall be placed at various construction projects and should remain flexible to transfers at any time to any parts of the country. The Civil Engineer shall be placed at the position level of M3 of the position directory. The basic pay shall within the pay scale of Nu. 34,085 – 850 – 59,585. Other entitlements and benefits as admissible.

6. Documents Required

- i. A copy of up-to-date CV;

- ii. Copies of academic transcripts and certificates (Class X, XII and degree);
- iii. Copies of work experience certificates;
- iv. Copy of Citizenship Identity Card;
- v. Valid Online Security Clearance,
- vi. Copy of Medical Certificate;
- vii. Any other certificates of merit.

7. Application Deadline

The last date for submission of application is on 27th June 2020. For further details, you can contact the Human Resource Section at:

Phone: +975-2-331508 during office hours.

Email: thinleydema@gyalsunginfra.bt / sonamyangchen@gyalsunginfra.bt

8. Our Office Address

Namtog Lam

Khangkulu

Thimphu 11001.

Note: The Management of Gyalsung Infra reserves the right to change, delay, alter and cancel the process and outcome of the selection as per the requirement of the project and experience of the candidates.

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