

TERMS OF REFERENCE

Post: Assistant Site Engineer

Reporting relationship: Head of Department

KEY RESPONSIBILITIES:

- Responsible for maintaining the quality of the construction work by supervising and monitoring the contractor work and construction progress.
- Ensure the management of all daily correspondence by handling all incoming and outgoing communications. Additionally, the project implementation unit should be informed of all correspondence.
- Ensure instructions provided by Project Manager, Project Engineer, Project Officer, and Quantity Surveyor, are being followed.
- Monitor progress of project in accordance with construction schedule. Identify in advance any potential issues that may affect the progress of the project.
- Supervision of work carried out by contractor to assure work quality. Supervision of work should be done as per the drawings, specification, and local regulation. Identify and report the potential problems at site and help to prevent them
- Supervision of the construction officers, in relation to the work assignment as per the instruction of Project Manager, Project Engineer. Ensure all project works are carried out in accordance with the detailed design, contract document and work schedule. Furthermore, supply clarification of the construction documents, specifications, and drawings as and when required.
- Record daily progress charts and quality assurance log. Additionally, assist in ensuring all daily reporting is completed by the construction officer. Routinely issue all charts and logs to the Project Implementation unit for documentation and review.
- Assist the Project Manager, Project Engineer, Project Officer, and Quantity Surveyor, in conducting training, when required.
- Ensure safe and proper use of equipment on site, and compliance with work methodologies.
- Maintain safe, secure, and healthy work environment and ensure public safety.
- Ensure compliance with local authorities and highlight any key issues to the project implementation units.

REQUIREMENTS

- MNQF Level 4 qualification in Building Construction or related field, with minimum 2 years' experience.