

## TERM OF REFERENCE

**Post:** Project Engineer Specialist

**Reporting relationship:** Head of Department

**Gross Salary:** MVR 38,000.00

### **RESPONSIBILITIES AND DELIVERABLES**

#### **Key Responsibilities**

- Managing the development and implementation of the Quality Management Systems for planning, inspection, Managing the development and implementation of the Quality Management Systems for planning, inspection, documentation, and operations activities including:
  - Planning duties within the Quality Assurance and Quality Control (QA/QC) staff and related work schedules;
  - Extensive presence at the site for overseeing and approving all inspections conducted by the QA/QC staff
  - Identifying and developing QA/QC personnel requirements and continuing education/training needs;
  - Providing leadership, mentorship, and direction of all QA/QC personnel.
  - Develop internal quality procedures/standards/forms/checklists/flowcharts/reports for QA/QC activities;
- Act as an adviser to the contractor, check site works and maintain precise and regular journal of work progress.
- Review, comment and approve the contractors Quality Control Plans, shop drawings and all other submittals for conformance with project specifications by direct review and by utilizing the knowledge and experience of others in the project team when necessary
- 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, drawings, technical specification, and quality plan, 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, 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. - I think this is more relevant to the PM's scope
- Direct and assist the staff during field surveys and site visits and provide guidance to the staff in carrying out the works effectively.
- 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.
- Revise and maintain the health and safety management plans within the organization
- Assist in the implementation of the established health and safety management procedures within the organization and in project sites

### **Employee Specification**

- Completion of MQA Level 7 Qualification in Civil Engineering or related field.  
Must have minimum seven (07) years of professional work experience in the field of civil engineering or a related field with field experience in a construction site management. This should include experience working in large scale projects such as towers/high rise buildings, internationally.

### **Other Competencies**

- Experience in strategic planning and risk management.
- Extensive knowledge of construction, quality control and quality assurance processes.
- Excellent interpersonal skills with the ability to coordinate with required stakeholders.
- Strong analytical and problem-solving skills.
- Proficiency in AutoCAD and Microsoft Office. Additionally Familiarize with MS Project for Project Planning, scheduling, and various report preparations.

Highly organized and should be able to multitask, and concurrently manage multiple projects.