

## TERM OF REFERENCE

**Post:** Site Engineer

**Reporting relationship:** Head of Department

**Gross Salary:** MVR 21,805.00

### RESPONSIBILITIES AND DELIVERABLES

#### Key Responsibilities

- Assist the Project Unit in the implementation of the Quality Management Systems for planning, inspection, documentation, and operations activities. This is not limited to extensive presence at the site for conducting and overseeing all inspections conducted by the Assistant Site Engineers, Junior Site Engineers, Construction Officers, M&E engineers, and Surveyors.
- Assist in the review of 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.
- 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 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, 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 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**

- MNQF Level 7 in Civil or Structural Engineering, Construction, Building or related field with a minimum three (03) years of professional work experience in the Building Construction field or a related field with field experience in a construction site management or construction site supervision role. OR
- MNQF Level 5 in Civil or Structural Engineering, Construction, Building or related field with a minimum ten (10) years of professional work experience in the Building Construction field or a related field with field experience in a construction site management or construction site supervision role.

### **Other 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.
- Able to read and interpret engineering drawings and specifications.
- Highly organized and should be able to multitask. Ability to manage and instruct the construction crew and other team members.
- Good interpersonal and communication skills. Should be effectual communicator verbally as well as through writing skills.
- Should be able to work through flexible hours.
- Should be able to priorities tasks and manage one's own time effectively.