

**a) Description of Position**

<b>Position:</b> Environment Engineer / Officer	<b>Level:</b> 7
<b>Type of the Position:</b> Project Contract (Performance Based)	
<b>Work Station:</b> any place as assigned by Supervisor/ Project Manager.	
<b>Reporting Lines :</b> Supervisor / Project Manager	
<b>Required minimum qualification and Experience:</b> Bachelor's Degree in Environmental / Civil Engineering or Master's Degree in Environmental Science having experience in IEE/EIA of hydropower projects.	
<b>Preference :</b> Higher degree and experience in respective field -hydropower projects.	

**b) Job Summary**

During the project study and implementation, responsible for supervision and recording of all construction operations, survey works, coordination, quality control, construction of camp facilities, access roads, local area development works, liaison with stakeholder and other duties as directed by the Project Manager.

**c) Job Description and Responsibility:**

- i. Assist Project Manager (PM) to review IEE/EIA reports submitted by the Consultant.
- ii. Assist PM to conduct IEE/EIA of different hydropower projects and transmission line (TL) of the Company.
- iii. Assist PM to ensure that environmental mitigation and monitoring provisions are incorporated in the design and tender documents as well as to ensure that those provisions are duly implemented during project construction and operation stages.
- iv. Assist PM to obtain, update and maintain plans, permit from line ministries/departments related to IEE/EIA of different projects.
- v. Assist PM to draft, prepare and review environmental baseline and environment management plans.
- vi. Assist PM to ensure that the environmental enhancement & mitigation measures and monitoring is carried out as per approved EIA reports.
- vii. Assist PM to identify environmental related issues and prepare strategy, action plan to address those issues.
- viii. Assist PM in environmental audit of completed hydropower projects.

- ix. Coordinate with engineers on site inspection of construction works to provide feedbacks on environmental issues.
- x. Assist PM to identify and analyze environmental issues related to project planning and development through interaction with relevant stakeholders as well as to prepare measures to address the issues and implementing the measures.
- xi. Assist PM to train to project staff on the environmental monitoring and preparation of monitoring report formats, inspection formats, etc.
- xii. Assist PM to prepare environmental action plans, guidance materials and instructions aimed at achieving environmental objectives.
- xiii. Assist PM to implement the Environment Strategy by providing technical support.
- xiv. Assist PM to monitor the compliance, preparation and examination of environmental monitoring report.
- xv. Assist PM to monitor the progress of environmental improvement programs.
- xvi. Assist PM to keep up to date on; environmental policies, Acts, guidelines, directives, etc. related to hydropower development.
- xvii. Assist PM to execute different environmental test required during the development of the project.
- xviii. Attending hearings required during IEE/EIA procedure.
- xix. Prepare and record of minutes of meeting held at line ministries/departments/local area/project affected areas on different agendas related to IEE/EIA.
- xx. Assist PM to monitor daily, weekly, monthly plan with project plan.
- xxi. Assist PM to carryout periodic quality checks as required.
- xxii. Assist PM / Contract Unit (CU) to prepare the tender/ contract documents and its evaluation for the procurement of mechanical works, goods and services.
- xxiii. Support PM/ CU to analyze the claims, variations, extension of time etc.
- xxiv. Support PM/ CU to check & verify the Contractor's payment statements.
- xxv. Review the project interface in the implementation schedule submitted by the Consultant and suggest appropriate measures for correction, if required.
- xxvi. Assist PM to conduct meetings with all project parties in a regular manner.
- xxvii. Assist PM to ensure "As Built Drawings" prepared and well documented.

- xxviii. Assist PM for progress report preparation.
- xxix. Ensure reliability of progress report submitted by the Consultant/ Contractor.
- xxx. Assist PM to carryout licensing works (*Obtain/Renewal/Update*), PPA and other regulatory works with Line Agencies.
- xxxi. Interact and assist same/other divisions of the organization from time to time as per requirement.
- xxxii. Perform any other duties as assigned by the Company.

**Agreed and accepted by: Position holder**

Name:.....  
Signature:.....  
Date:

**Supervisor**

Name:.....  
Signature:.....  
Date:

**Approved By: Managing Director**

Name:.....  
Signature:.....  
Date: