

a) Description of Position

Position: Geologist	Level: 7
Type of the Position: Project Contract (Performance Based)	
Work Station: any place as assigned by Supervisor/ Project Manager	
Reporting Lines : Supervisor / Project Manager	
Required minimum qualification and Experience: Maste'sr Degree in Geology or Engineering Geology having experience in hydropower projects .	
Preference : Higher experience in 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 monitor day-to-day works of Consultant/ Contractor.
- ii. Prepare the Geo-mapping of project site as assigned by the PM.
- iii. Assist PM to review drawings as well as in planning & scheduling of the project.
- iv. Plan, design, estimate and supervise geological works of project.
- v. Quality assurance of the Underground/ surface works.
- vi. Geological Mapping in Tunnel/Project Sites including Logging of Tunnels.
- vii. Supervision of tunnel construction including excavation, drilling, blasting, mucking and support works.
- viii. Supervision and monitoring of the underground/ surface construction work as per the drawing, BOQ and specification.
- ix. Prepare and regularly update underground/ surface construction schedule including weekly monthly and yearly plans.
- x. Assist PM to monitor daily, weekly, monthly plan with project plan.
- xi. Assist PM to carryout periodic quality checks as required.
- xii. Assist PM / Contract Unit (CU) to prepare the tender/ contract documents and its evaluation for the procurement of mechanical works, goods and services.
- xiii. Support PM/ CU to analyze the claims, variations, extension of time etc.
- xiv. Support PM/ CU to check & verify the Contractor's payment statements.
- xv. Review the project interface in the implementation schedule submitted by the Consultant and suggest appropriate measures for correction, if required.
- xvi. Assist PM to conduct meetings with all project parties in a regular manner.

- xvii. Assist PM to ensure “As Built Drawings” prepared and well documented.
- xviii. Assist PM for progress report preparation.
- xix. Ensure reliability of progress report submitted by the Consultant/ Contractor.
- xx. Assist PM to carry out EIA/ IEE, licensing works (*Obtain/Renewal/Update*), and other regulatory works with Line Agencies.
- xxi. Interact and assist same/ other divisions of the organization from time to time as per requirement.
- xxii. 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: