

a) Description of Position

Position: Infrastructure Development Engineer	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: Bachelor's Degree in Civil Engineering having experience in construction of hydropower / Road / Building projects & other infrastructures.	
Preference: Master's degree and experience in construction supervision of hydropower / Road/ Building & other Infrastructure 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 and make appropriate comments on designs, drawings and cost estimate submitted by the Consultant with reference to different standard codes.
- ii. Assist Project Manager (PM) to implement & construction supervision of Access road, Camp facility & other infrastructure of hydropower projects.
- iii. Assist PM to monitor the day-to-day works of Consultant/ Contractor.
- iv. Assist PM to review design, drawings cost estimate, planning & scheduling of project
- v. Assist PM to monitor daily, weekly, monthly plan with project plan.
- vi. Assist PM to coordinate with the Consultant in regards to assurance of construction quality, time and cost control.
- vii. Assist PM to carryout periodic quality checks as required.
- viii. Support PM/ Contract Unit (CU) to prepare tender/ contract documents and its evaluation for the procurement of works, goods and services.
- ix. Support PM/ CU to analyze the claims, variations, extension of time etc.
- x. Support PM/ CU to check & verify the Contractor's payment statements.

- xi. Review the project interface in the implementation schedule submitted by the Consultant and suggest appropriate measures for correction if required.
- xii. Assist PM to conduct meetings with all project parties in a regular manner.
- xiii. Assist PM to ensure “As Built Drawings” prepared and well documented.
- xiv. Assist PM for progress report preparation.
- xv. Ensure reliability of progress report submitted by the Consultant/ Contractor.
- xvi. Assist PM to carry out EIA/ IEE, licensing works (*Obtain/Renewal/Update*), Connection agreement, PPA and other regulatory works with Line Agencies.
- xvii. Interact and assist same/other divisions of the organization from time to time as per requirement.
- xviii. 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: