

a) Description of Position

Position: Tunnel 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 with experience in Tunnel construction supervision.	
Preference : Master degree and experience in Tunnel construction supervision of hydropower or 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, construction of Test Audit/Tunnels, HRT, TRT, other components of hydropower projects liaison with stakeholder and other duties as directed by the Project Manager.

c) Job Description and Responsibility:

- i. Assist Project Manager (PM) to review design, cost estimate & construction supervision of Tunneling Works.
- ii. Assist Project Manager (PM) to monitor the day-to-day works of Consultant/ Contractor.
- iii. Review and design of civil components of Hydropower and other infrastructure / facilities.
- iv. Assist PM to review drawings as well as in planning and scheduling of the project.
- v. Assist PM / Contract Unit (CU) to check & verify the Contractor's payment statements.
- vi. Assist the PM to coordinate with the Consultant in regards to assurance of construction quality, time and cost control.
- vii. Prepare drawings, reports and other works as assigned by PM.
- viii. Assist PM to monitor daily, weekly, monthly plan with project plan.
- ix. Assist PM to carryout periodic quality checks as required.

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