

**a) Description of Position**

<b>Position:</b> Structural Engineer	<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 Civil Engineering with experience in Structure analysis of Hydropower projects.	
<b>Preference :</b> Master's degree in Structural Engineering/ Earthquake Engineering and 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 review and make appropriate comments on structural designs, drawings and calculations submitted by the Consultant with reference to different standard codes.
- ii. Assist PM to monitor the day-to-day works of Consultant/ Contractor.
- iii. Assist PM to review drawings, planning & scheduling of project as well as to review & design of structural components of Hydropower and other infrastructure /facilities of the Company.
- iv. Using computer software related to Structural Analysis required for the analysis of reports for development of hydropower projects.
- v. Review the stability analysis of all requiring project components and submit the report of the analysis/review to PM.
- vi. Assist PM to monitor daily, weekly, monthly plan with project plan.
- vii. Assist PM to coordinate with the Consultant in regards to assurance of construction quality, time and cost control.

- viii. Assist PM to carryout periodic quality checks as required.
- ix. Support PM/ Contract Unit (CU) to prepare tender/ contract documents and its evaluation for the procurement of works, goods and services.
- x. Support PM/ CU to analyze the claims, variations, extension of time etc.
- xi. Support PM/ CU to check & verify the Contractor's payment statements.
- 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 carry out 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: