

**a) Description of Position**

<b>Position:</b> Civil/Hydropower Engineer	<b>Level:</b> 8
<b>Type of the Position:</b> Project Contract (Performance Based)	
Work Station: Projects Site Office / Kathmandu office or any place as assigned by Supervisor.	
<b>Reporting Lines</b> (Supervisor): Position holder reports to: Project Manager(PM) and or Managing Director (MD)	
<b>Minimum Qualification and Experiences</b> Bachelor's Degree in Civil Engineering with Master's Degree in Hydropower / Water Resources / Geotechnical / Structure / Hydraulic Engineering having minimum 4 years experience in of Hydropower Projects.	
<b>Preference:</b> More than 6 years experience in large sized 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 and or Managing Director.

**c) Job Description and Responsibility:**

- i. Assist Project Manager (PM) to monitor the day-to-day works of the Consultant/ Contractor.
- ii. Assist PM to evaluate bids as well as carry out supervision of the construction of hydropower structures, whenever required.
- iii. Review and design of civil components of hydropower and other infrastructure/ facilities.
- iv. Review of drawings, bill of quantities, planning & scheduling and technical reports submitted by the Contractor/ Consultant.
- v. Coordinate with the Consultant as per requirement to ensure designed construction quality including time and cost control.
- vi. Ensure quality and completeness of the deliverables in reference to the approved Terms of Reference (ToR).
- vii. Monitor the Contractor's daily, weekly and monthly progress with approved project implementation plan.
- viii. Carryout periodic quality checks as required.
- ix. Conduct and participate in different levels of project related meetings as per requirement.
- x. Effective communication to various stakeholders and related local authorities of hydropower projects owned by the Company.
- xi. Assist PM / Contract Unit (CU) to prepare the tender/ contract documents and its evaluation for the procurement of works, goods and services.
- xii. Support PM/ CU to analyze the claims, variations, extension of time etc.
- xiii. Support PM/ CU to check & verify the Contractor's payment statements.
- xiv. Review the project interface in the implementation schedule submitted by the Consultant/ Contractor and suggest appropriate measures for correction, if required.
- xv. Determination of the possible difficulties that may be encountered by a specific construction method for any particular project.
- xvi. Assist PM to identify and report the delay in project progress.
- xvii. Ensure "As Built Drawings" are prepared and well documented.
- xviii. Conduct and participate in different levels of project related meetings as per requirement.
- xix. Assist PM for progress report preparation.
- xx. Ensure reliability of progress report submitted by the Consultant/ Contractor.
- xxi. Assist PM to carryout EIA/ IEE, connection agreement, PPA, financial closure procedures and other regulatory works with Line Agencies.
- xxii. Interact and assist same/other divisions of the organization from time to time as per requirement.

xxiii. 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: