

a) Description of Position

Position: Electrical 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 Electrical Engineering with experience in Hydropower projects.	
Preference : Master's degree in Electrical / Power System 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 Powerhouse/ Substations/Transmission lines, liaison with stakeholder and other duties as directed by the Project Manager.

c) Job Description and Responsibility:

- i. Assist Project Manager (PM) to prepare technical documents related to Electro-mechanical (EM) works of Powerhouse (PH), Transmission Line (TL) and Substation (SS).
- ii. Involve and assist in Electrical design related to EM works of PH, TL and SS.
- iii. Prepare drawings, reports and other works as assigned by PM.
- iv. Assist PM to manage the order for parts, materials, supplies, vendor support, Work Progress Administration (WPA), work instructions & procedure development as well as in planning & scheduling activities of projects.
- v. Assist PM/ Contract Unit (CU) to prepare the tender/ contract documents and its evaluation for the procurement of electrical works, goods and services.
- vi. Assist PM/ CU to prepare specifications for purchases of electrical equipment and materials by the Employer.
- vii. Assist PM in budgeting process by estimating material, labor or construction costs for budget preparation.
- viii. Assist PM to monitor the day-to-day works of Consultant and Contractor.
- ix. Assist PM to review drawings as well as in planning and scheduling of the project.
- x. Plan, design, estimate and supervise electrical works of project and facilities at site.

- xi. Support PM to coordinate with local authorities as needed.
- xii. Assist PM to monitor contractors daily, weekly, monthly plan with project plan.
- xiii. Assist PM / CU to check & verify Contractor's payment statements.
- xiv. Assist PM to coordinate with the Consultant in regards to assurance of construction quality, time and cost control.
- xv. Assist PM/ CU to analyze the claims, variations, Extension of Time (EOT) etc.
- xvi. Assist PM to ensure "As Built Drawings" prepared and well documented.
- xvii. Assist PM to conduct meetings with all project parties in a regular manner.
- xviii. Assist PM to troubleshoot activities including mechanical failures and electrical problems.
- xix. Calibrate and inspect reliability of plant instrumentation.
- xx. Ensure that installation and operations conform to standards and requirements in reference to electrical systems specifications, technical drawings, topographical maps etc.
- xxi. Maintain electrical equipment of the Company and projects.
- xxii. Assist PM for progress report preparation.
- xxiii. Ensure reliability of progress report submitted by the Consultant/ Contractor.
- xxiv. Assist PM to carryout EIA/ IEE, licensing works (*Obtain/Renewal/Update*), Connection agreement, PPA and other regulatory works with Line Agencies.
- xxv. Interact and assist same/other divisions of the organization from time to time as per requirement.
- xxvi. 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: