

**a) Description of Position**

<b>Position:</b> Senior Hydropower Engineer	<b>Level:</b> 9
<b>Type of the Position:</b> Project Contract (Performance Based)	
Work Station: Projects Site Office and Kathmandu office as assigned by Supervisor.	
<b>Reporting Lines</b> (Supervisor): Managing Director (MD)	
<b>Minimum Qualification and Experiences:</b> Bachelor's Degree in Civil Engineering with Master's Degree in Hydropower / Water Resources / Energy & Environment Management having minimum 8 years general experience and 6 years experience in Hydropower projects.	
<b>Preference:</b> More than 2 years experience as a Project Manager 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 Supervisor and or Managing Director.

**c) Job Description and Responsibility:**

- i. Prepare the tender/contract documents and carry out its evaluation for the procurement of Civil, Electrical, Mechanical works, goods and services as well as report to the General Manager (GM)/ Managing Director (MD) as required.
- ii. Carryout supervision of the physical construction of hydropower structures, whenever required.
- iii. Review of drawings, bill of quantities, planning & scheduling and technical reports submitted by the Contractor/Consultant.
- iv. Review and design of project components and other infrastructure/ facilities.
- v. Review the project interface in the implementation schedule submitted by the Consultant/ Contractor and suggest appropriate measures for correction, if required.
- vi. Coordinate with the Consultant as per requirement to ensure construction quality including time and cost control.
- vii. Identify, prepare and report the project progress to GM/ MD as required.
- viii. Ensure reliability of progress report submitted by the Consultant/ Contractor.
- ix. Ensure quality and completeness of the deliverables in reference to the approved Terms of Reference (ToR).

- x. Monitor the Contractor's daily, weekly and monthly progress with approved project implementation plan.
- xi. Carryout periodic quality checks as required.
- xii. Conduct and participate in different levels of project related meetings as per requirement.
- xiii. Manage effective communication to various stakeholders and related local authorities of hydropower projects of the Company.
- xiv. Address issues raised from different line agencies, stakeholders, right holders, related institutions etc. and forward to GM/ MD for further action, if required.
- xv. Support management to analyze the claims, variations, extension of time etc.
- xvi. Check & verify the Contractor's payment statements.
- xvii. Ensure "As Built Drawings" are prepared and well documented.
- xviii. Maintaining performance database of all the employees of the project.
- xix. Carryout EIA/ IEE, licensing works (*Obtain/Renewal/Update*), connection agreement, PPA, financial closure works and other regulatory works with Line Agencies.
- xx. Interact and assist the seniors of same/other divisions of the organization from time to time as per requirement.
- xxi. 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: