

TERMS OF REFERENCE

| SI | Position | Slot | Minimum qualification | Minimum no. of work experience | Employment |
|----|---------------------------------------|------|---|------------------------------------|--|
| 1 | Deputy Electrical Engineer, HO. | 1 | Bachelor's degree in Electrical Engineering | Four years of relevant experience. | Contract for 2 years, which may be renewable based on the applicant's performance and requirement of NPPF. |
| | OR Junior Electrical Engineer, HO. | | Diploma of Electrical Engineering | Nine years of relevant experience. | |

Position Reports to: Chief of Real Estate Division / Chief Engineer

Job Responsibilities:

- i. Undertake electrical design and estimation of works in buildings and compound lighting in NPPF housing complexes;
- ii. Supervise and monitor the electrical components in building constructions;
- iii. Undertake joint measurements with contractors and maintain measurement books;
- iv. Prepare detailed estimates and priced bill of quantities for new building project and existing building for major maintenance works;
- v. Prepare bill of quantities and other tender documents for tendering;
- vi. Specify specifications of materials for electrical works;
- vii. Carry out analysis of rates;
- viii. Prepare technical sanction for works;
- ix. Partake in tendering and evaluation of the tenders for the project and maintenance work;
- x. Process approvals for extra items, deviation and cost escalation in contracts;
- xi. Extend cooperation to Royal Audit Authority and NPPF internal audit teams and be responsible to provide timely and sound justifications when requested;
- xii. Assist the Maintenance Engineer in routine electrical maintenance work; and
- xiii. Carryout any other works assigned by NPPF Management

Grade, Salary and allowances are of two types and shall be determined based on the qualification of the selected candidate:

A. Bachelor of Electrical Engineering or

Grade: 7

Basic Salary shall be fixed from Nu. 18,635/- to 27,935/- and shall commensurate as per qualification and experience.

Allowances: 45% contract allowance, Conveyance allowance of 20 liters, Nu. 300/- as Medical allowance, Nu. 250/- as Tea allowance. Performance incentives like 2 months ex gratia and PBVA shall be as per the NPPF SRR.

B. Diploma of Electrical Engineering

Grade: 8

Basic Salary shall be fixed from Nu. 17,145/-.

Allowances: 45% contract allowance, Conveyance allowance of 15 liters, Nu. 300/- as Medical allowance, Nu. 250/- as Tea allowance. Performance incentives up to a maximum of 2 months ex gratia and PBVA shall be as per the NPPF SRR.