



ཀྲུལ་ཡོངས་དགོངས་ཁུ་འི་ཐུར་ཕོགས་དང་འཛོ་རྟེན་མ་དངུལ་།

NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

Terms of Reference, Project Engineer, Real Estate Division, Phuentsholing, Chhukha

Position	Slot	Qualification	Work experience	Grade	Basic Salary
Project Engineer, Project Unit, Real Estate Division	1	Bachelor Degree in Civil Engineering from a Recognized University	Nil	7	Nu.21,990/-
Allowances: a) 50% contract Allowance on basic pay. b) 20% Project Allowances on current basic pay. c) 60% Monthly Lumpsum increment on Starting basic pay. d) Maximum two months basic salary as ex-gratia based on organizational performance; e) Maximum of 25% of the total basic pay per annum as Performance Based Variable Incentives based on individual performance; f) Staff incentive housing loan, vehicle loan, and education loan at 5% interest rate.					

Title of Position:	Project Engineer, RED
Reporting Authority:	Project Manager
Functions:	RED
Employment Status	Contract (3 years)
Place of Posting	Phuentsholing, Chukha.
Purpose of Position:	
To support the Project Manager in overseeing the technical and operational aspects of construction projects. This includes ensuring accurate measurements, verifying contractor bills, maintaining daily records, and supervising site activities to ensure compliance with specifications, codes, and safety standards. The role also involves coordinating with contractors, assisting in the preparation of progress reports, and addressing any discrepancies or issues that arise during the project. Additionally, the Project Engineer is responsible for maintaining project documentation, managing construction materials, and supporting the overall project management process to ensure successful project delivery.	
Duties, Responsibilities and Accountabilities:	



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1. Undertake periodic joint measurements of works and maintain records. Responsible for accuracy of measurement and work executed at the site;
2. Verify bills submitted by the Contractor for payment and forward to Project Manager in a timely manner;
3. Maintain daily record of works carried out by Contractor;
4. Maintain record of construction materials delivered at site by Contractor;
5. Maintain daily labour register;
6. Maintain site order book, hindrance register and other records as appropriate;
7. Assess and verify time extensions, variations and other claims submitted by the Contractor before submitting to Higher Management;
8. Create construction drawings and review shop drawings submitted by the Contractor;
9. Check quality of works and maintain test reports for site materials and works;
10. Ensure works are carried out in compliance to the relevant specifications, codes and standards, drawings etc;
11. Supervise the construction site and coordinate with Contractor / Contractor's engineers;
12. Extend cooperation to RAA and NPPF internal audit teams and be responsible to provide sound justifications when requested;
13. Assist the Project Manager in conducting coordination meetings and preparation of progress reports;
14. Assist the Project Manager in preparing plans, budgets, forecasts and reports for the project;
15. Report relevant issues to Project Manager in a timely manner;
16. Ensure that the Contractor and its employees adhere to the Labour Act
17. Represent NPPF to Contractors, Auditors and the public in a professional and ethical manner and maintain the company's image and reputation;
18. Support in the fulfilment of the roles and responsibilities of the Project Manager: and
19. Carry out any other works assigned by NPPF Management.
20. Adherence to policies, procedures and end-user acceptable use of policy as per ISO/ IEC 27001 and ISO/ IEC 27701

Qualification, Key Skills and Competencies

Qualification: Bachelor Degree in Civil Engineering from a Recognized University

Experience:
Nil

Key Skills and Competencies:

1. Emergency response management
2. Workplace Safety
3. Customer Orientation
4. Attention to details
5. Time Management
6. Basic Accounting skills
7. Analytical skills
8. Regulatory Frameworks
9. Soft skills in AutoCAD, Revit, excels, MS project