

Terms of Reference

POSITION DESCRIPTION

Position Title	: Project Engineer
Position Level	: 7 (M)
Terms	: Contract
Major Group	: GRAHSP-ADB Project
Pay Scale	: 21,990 – 550– 32,990

General Responsibilities:

Reporting: Project Director, GRAHSP-ADB

Job Description of Project Engineer for Green & Resilient Affordable Housing Sector Project, NHDCL Project Implementation Unit at Samdrupjongkar.

The PIU under the PMU, NHDCL at Samdrupjongkar shall supervise and manage the project implementation to ensure timely completion of the project within the approved budget.

The PIU will have one site supervisor led by a Project Engineer. The PIU will be supported by PMU and external consulting firm (PIAC) and/or individual consultants.

The PIU Project Engineer responsibilities are:

1. Preparing work plan, procurement plan and monitoring plan.
2. Supervising the construction works, ensure quality compliance, verification and certification of contractor's payment, and submit request for payments to PMU for prior approval.
3. Overseeing, supervising, and managing the PIAC at the subproject level.
4. Preparing project progress reports and safeguards monitoring reports.
5. Supporting PMU with implementation of the project by (a) implementing the environment management plan in compliance with ADB's and the National Environment Commission policies; (b) monitoring the implementation of social dimensions of the project including adherence to the labor law and core labor standards; and (c) managing contracts awarded under the project.
6. Preparing and submitting to the PMU monthly safeguards progress reports, with complaint-grievances status included, and implementation of labor law and core labor standard for the preparation of biannual safeguards monitoring reports.
7. Acting as focal point, with support from the PMU, for the implementation of grievance and redress mechanism and complaint resolutions.
8. Undertaking day-to-day project implementation and safeguards management in compliance with corresponding EMPs, EARF, ADB SPS and government requirements

9. Coordinating with the field staff of concerned central and district authorities and any other village or community affected by the project implementation.
10. Implementing safeguards actions following the relevant plans.
11. Monitor compliance with environment and social safeguards;
12. Performing all tasks and responsibilities as indicated in safeguard documents such as EARF, resettlement framework, IEEs, due diligence report and resettlement plans.
13. Implementing grievance redress mechanism.
14. Carry out any other appropriate duties and responsibilities assigned by the PMC and PMU.

Education : BE/B.Tech. Civil Engineer

Training : Civil Infrastructure Construction

Experience : With minimum work experience of three years in Projects

SKILLS, KNOWLEDGE & ATTRIBUTES REQUIRED:

1. Strong oral and written communication skills.
2. Able to write a good report.
3. Able to prepare presentation in PPT and present.
4. Good leadership potential and the ability to manage cross-functional teams.
5. Strong negotiation and contractor and stakeholder management skills.
6. The ability and desire to complete projects under deadlines.
7. Strong inter-personal skills and ability to develop and foster meaningful relationship with relevant stakeholders.
8. Impeccable integrity or uphold work ethics.