



Overseer (Site Technician)

- **Vacancy for:** 1
- **Posted on:** Oct. 23, 2017
- **Deadline:** Oct. 31, 2017, 11:55 p.m.

Basic Job Information

Job Category	: Construction / Engineering / Architects
Job Level	: Mid Level
Employment Type	: Contract
Job Location	: The construction site at Matatirtha
Offered Salary	: Negotiable

Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)
Experience Required : More than or equal to 5 years

Other Specification

- Minimum Intermediate level degree in Civil or Architecture Engineering. Possessing Bachelor's Degree in the same fields would be an important advantage
 - Minimum five years of professional work experience in the field of engineering/architecture; preferably in building construction
 - Relevant project management accreditation
 - Core competence in planning cost estimating, risk management, performance management, quality & delivery assurance
 - Experience in working with selected vendors to develop and implement project plans
 - Experience delivering these types of projects in the Government Offices or INGO's would be additional advantages
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Job Description

Under the direct supervision of the Supervisor Engineer, KAFCOL Principal, and Construction Management Team, the Overseer shall be the responsible to carrying out the duties and responsibilities of the KAFCOL General Conditions of Contract for Civil Works. The Overseer will be responsible for successfully implementing the new college building and associated constructions plan. He/she shall supervise and follow up all the conditions of the constructions contract, including the special conditions, as per the technical specifications, bill of quantities and drawings.

Scope of Work

The Overseer (Site Technician) will be acting as a key technical person in the construction of KAFCOL infrastructure at Matatirtha. The specific tasks, among other, include the following.

- Under general guidance and supervision of the Supervisor Engineer, review technical documents, interior designs, electrical, telecommunication designs, BoQ...etc., He/she shall check and coordinate all requested works before construction and secure implementation time framework as well as the day-to-day supervision, coordination, monitoring and follow up of all supply and installation items of premises relocation tasks in accordance with an agreed upon action plan and timeline
- Assist the Supervisor Engineer in the study of produced technical documents in conjunction with other relevant structural, mechanical, electrical and special systems drawings and all relevant sections of the specifications.
- Facilitate the approval of site setting and ensure exaction are done according to the specified and required standard, and monitor the progress of civil works activities on day to day basis to ensure that the contractor complies with approved specifications, Bill of Quantities (BoQs) and work plan.

- Ensure that quantities and quality are accurate and conduct day to day site inspections of the construction to ensure that execution of the work is done according to the specifications and BoQs of Standard Bidding Documents.
- Supervise the Contractor and advise/propose for correction in case of any defects/variation/ additional/deletion of items identified, and update the Supervisor Engineer and Operations Manager on the work progress on weekly and monthly basis including setbacks. He/She has to ensure that any matter that requires attention is reported to the Supervisor Engineer, Operations Manager and the KAFCOL Principal for action and correction.
- Prepare monthly progress report and ensure completion of the tasks in time and provide recommendation and clearance for payment for the works done after due verification of bills. Also provide designs and BoQs for any additional works identified during implementation of specific civil works contracts, seeking approval from the Operational Manager for any changes.
- In the absence of Supervisor Engineer, assume all technical responsibilities relevant to the construction works.

The overall responsibility of the Overseer is to check produced plans, drawings and BoQs for the accuracy of calculations, ensuring that all materials used and work performed are as per the approved specifications. Overseeing the selection and requisition of materials, agreeing a price for materials, and making cost-effective solutions and proposals for the intended project, managing, monitoring and interpreting the contract design documents; liaising with any consultants, subcontractors, supervisors, planners and the general workforce involved in the project, day-to-day management of the site, including monitoring the site labour force and the work of any subcontractors, are some of the specific responsibilities. Under general guidance and supervision of the Supervisor Engineer, the Overseer's responsibilities are (but not limited to) the following:

- Planning the work and efficiently organizing in order to meet agreed on deadlines
- Executing of day-to-day operations pertaining to the relocation
- Overseeing quality control and health and safety matters on site
- Close monitoring and on-site supervision of the works is to be undertaken, including the contract administration for the works, and technical advice and assistance to contracted contractor and labourers
- Together with the Supervisor Engineer, act as the first point of contact for team of architects and selected vendors
- Room allocation plans and associated responsibilities.
- Planning, management and supervision of furniture transportation from the current premises to the new premises and their reassembling.
- Managing interior fit-out
- Monitoring and reporting to the Supervisor Engineer, KAFCOL Principal and Construction Management Team the progress, completion and or pertinent issues
- Preparing/defining specifications for tenders and contracts as per the KAFCOL financial processes and policies and analyze tender returns
- Sourcing, negotiating and choosing suppliers which may include agents, legal and market expertise
- Any other Engineering Business (AOB) pertaining to the premises relocation.
- Resolving any unexpected technical difficulties and other problems that may arise

Key Deliverables

- Clear monthly work plan schedule for inspection of construction works
- Weekly and monthly progress reports on civil works activities
- Construction works well inspected and timely completed based on approved specifications
- Well-articulated evaluation report on performance of contracted contractor

Competencies Required Corporate Competencies

- Demonstrates integrity by modelling the KAFCOL's values and ethical standards
- Treats all people fairly without favouritism
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment
- Planning and independently carrying out work requiring judgment in the evaluation, selection, application and adaptation of engineering techniques and procedures

Functional Competencies

- Self-driven and results focused
- Problem-solving skills, conflict resolution with an eye towards customer service while keeping KAFCOL 's best interest in mind and the ability to respond quickly and appropriately to resolve issues
- Conceptual thinking and analytical skills, with a strong eye for detail
- Excellent communication skills in Nepali and English

- Knowledge of basic and job-relevant computer programs

Applying Procedure

The application deadline is **31 October 2017**. Short-listed candidates will be notified for interview. The selected candidate is expected to join immediately.

Please send: (1) a letter of application summarizing your strengths, (2) latest CV, (3) names and addresses of three referees, and (iv) Financial Proposal, to the following address.

The Principal
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