



## Project Scheduler/ Planner

- **Vacancy for:** 1
- **Posted on:** Sept. 21, 2018
- **Deadline:** Sept. 30, 2018, 11:59 p.m.

**Position Title:** Project Scheduler/ Planner

**Job Location:** Kathmandu, Nepal

**Nationality:** Nepali

**Category:** Construction

**Employment Type:** Full Time

**Salary:** As per the qualification and Experience

**Vacancy #:** UBG-GNC JV-01-16-05-018

**Number of Job:** 1

**City:** Kathmandu

**Organization:** UBG-GNC JV

**Years of Experience:** Over 7 years in Buildings construction

**Duration:** 15 months-Extendable

**Gender:** Male/Female

**Education:** Must be graduated from Civil Engineering

**Close Date:** 30th September, 2018

### Introduction:

Joint Venture of UBG-GNC has been contracted by United States Agency for International Development (USAID) Nepal to perform the reconstruction of three secondary schools in Kathmandu Valley, Nepal.

The project work includes: demolition of existing buildings; construction of new single and multi-storied buildings; retrofitting of old buildings; and external site work that includes walkways, fence walls, underground utility system, installation of underground power cables, installation of street lightings, installation of electrical panels and construction of water tanks with waste water system etc.

The locations of each school to be constructed are mentioned below.

1. Reconstruction of Kanya Mandir Secondary School, Nyokha, Kathmandu,
2. Reconstruction of Shree Bhagawati Secondary School, Sankhu (Sankharapur), Kathmandu,
3. Reconstruction of Adarsha Secondary School, Sanothimi, Bhaktapur;

### Job Description:

This is a unique opportunity. We are looking now for new team members with the potential to be the future leaders of the public services in the country. We promise you to take you outside of your comfort zone.

Planner/Scheduler will be responsible to plans, prepares and updates production schedules for new buildings construction projects. He will work under the overall supervision of Project Manager.

The Planner/Scheduler r should also be conversant with estimation and sequences of construction methods as well as responsible to determine if a project is on track to meet the estimated goals. The tasks will include but not limited to the following:

- Plan and prepare the baseline schedules for different buildings construction projects including new construction and retrofitting work.
- Draws up master/discipline schedule to establish sequence and lead time of each operation to meet client forecasted project completion date.
- Analyzes production specifications and construction data and performs mathematical calculations to determine material, tools, and human resource requirements for each project schedule.
- Plans sequence of fabrication, assembly, installation, and other operations for guidance of construction workers.
- Planner/Scheduler confers with Client & Company management to determine status of projects.
- Expedites operations that delay schedules and alters schedules to meet unforeseen conditions
- Prepares production reports, prepare lists of required materials, tools, and equipment.
- Create a network diagram for easy control of the project work.
- Define the importance of the critical path in a project network, and defining project activities float.
- Participate in weekly meeting and other meetings related to the scheduler discussion and review with client.

**Required Skills/ Qualification:**

- Must have Bachelor's degree in Civil engineering, architecture, construction management or other relevant degree with commensurate professional experience
- Must have over 7 years of planning and scheduling experience in the construction sector
- Knowledge of written and spoken English
- Advanced knowledge of and proficient with Primavera and MS office products (Excel, Project, Words, Etc)
- The ability to work together with Client and other Contract representatives as part of a group
- The ability to accurately receive questions ideas and direct, problems and provide guidance to management for instructions

**Applying Procedure**

All interested candidates are requested to submit a motivation letter showing your interest, how you are qualified along with your updated CV to [ubg.gajurmukhi.jv@gmail.com](mailto:ubg.gajurmukhi.jv@gmail.com) and CC to [shafiqce.noori@gmail.com](mailto:shafiqce.noori@gmail.com) and [nepalrobbins@gmail.com](mailto:nepalrobbins@gmail.com) no later than **September 30, 2018**.

Application received without VA# and Job title or after the closing date will not be considered.

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