



## Quality Control Manager

- **Vacancy for:** 1
- **Posted on:** July 25, 2018
- **Deadline:** Aug. 5, 2018, 11:55 p.m.

**Job Location:** Kathmandu, Nepal

**Nationality:** Nepali

**Category:** Construction

**Employment Type:** Full Time

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

**Vacancy #:** UBG-GNC JV-02-25-07-018

**Number of Job:** 1

**City:** Kathmandu

**Organization:** UBG-GNC JV

**Years of Experience:** Over 10 years in Buildings construction

**Duration:** 15 months-Extendable

**Gender:** Male/Female

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

**Close Date:** August 05, 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.

- Reconstruction of Kanya Mandir Secondary School, Nyokha, Kathmandu,
- Reconstruction of Shree Bhagawati Secondary School, Sankhu (Sankharapur), Kathmandu,
- 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.

Quality Control Manager must be a professional and have a good background and experience in building construction projects and familiarity with site construction management to develop and maintain an effective construction progress and assist in management and organizational requirements of the projects.

The Quality Control Manager will be responsible to manage the construction site, site personnel, different workers crews, ensuring that work carried out and materials being used on a construction of buildings and site Civil works meet quality and safety standards, and conform to project specifications. He/She will work under the overall supervision of Project Manager. He will ensure the effective and efficient application of project resources (materials, personnel and equipment). This will include materials quality, installations, erections, method of construction of civil and structure works.

As part of work, he/she will support the logistic department for purchasing of materials as per the approved data and samples; correct delivery of materials to the site. He/she is responsible for carrying out the contractual obligations with respect to the Contract and as directed by the Project Manager. Review SOW, technical drawings, specifications of project, and drawings to ascertain the installation and operations conforming to standards and client's needs and satisfaction.

Participate in project supervision, including day to day monitoring, field supervision, testing and commissioning of project.

Monitor the project by conducting site visits and provide guidance for improvement and good results, and direct the project activities to meet the project objectives in terms of quality of work and within the agreed timelines.

Hold the weekly progress meeting with client, prepare its meeting agenda and meeting minutes and distribute them to Client.

Utilize expertise in communication skills, both verbal and visual, to ensure that the goal of comprehensive project tracking is maintained.

Responsible to carry out tasks in accordance to the contract schedule and meet the target dates as established.

#### **Job Requirements:**

- Having degree of Civil engineering from reputable universities
- Minimum 10 years of experience in building construction projects
- Working knowledge of English and fluency in Nepali
- Must have both office and site experience
- Experience with USAID or other US Agency is recommended
- Shall have knowledge of IS Codes, Nepal Codes/Standards as well as the US and International codes/standards
- Fully Proficient in computer software, Ms Excel, Ms Word, Ms Project and good knowledge of Auto Cad
- Checking the setting out, quality of materials and workmanship of project works, including those of Sub-contractors, for compliance with the contract documents
- Prepare and complete all needed quality control documents for each definable feature of work as per the USAID quality control requirement and submit them to CMC for approval
- Keep and record filing of all QC documents, product data submittals, correspondences, meeting minutes, test results; photographs and punch lists,
- Carry out inspections at completion stages, check that the Sub-contractor addresses the defects lists and prepare a final schedule of outstanding defects
- Checking the quality of the materials arrived to stocks to meet the technical requirement and approved submittals
- Supporting the logistic department in proper storage and balance of materials in stocks; correct delivery of materials to the sites
- Review SOW, technical drawings, specifications and topographical maps to ascertain the installation and operations conforming to standards and customer's needs and satisfaction.
- Participate in project supervision, including day to day monitoring, field supervision, testing and commissioning of project works
- Prepare Requests for Information (RFIs), Requests for Proposal (RFPs), Request for Quotation (RFQs), evaluation of responses, and preparations for approvals
- Coordinating for collecting the QC reports from project sites regularly and provide daily progress reports and send them to the CMC/USIAD
- Monitor the projects by conducting site visits and provide guidance for improvement and good results, and direct the project activities to meet the project objectives in terms of quality of work and within the agreed timelines
- Prepare QC Plan, Pre-construction submittals, develop a submittal register plan, testing plan, and Follow up with client
- Hold the weekly progress meeting with client, prepare its meeting agenda and meeting minutes and distribute them to Client
- Conduct the preparatory, initial and follow up meeting as per USAID requirement
- Utilize expertise in communication skills, both verbal and visual, to ensure that the goal of comprehensive project tracking is maintained.
- Responsible to carry out tasks in accordance to the contract schedule and meet the target dates as established
- Ability to work towards tight deadlines
- Good interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

#### **Submission Guideline:**

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) no later than **August 05, 2018**

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

#### **Applying Procedure**

Apply Link : <https://merojob.com/quality-control-manager-13/>

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