



## Site Superintendent

- **Vacancy for:** 3
- **Posted on:** May 16, 2018
- **Deadline:** May 23, 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-01-16-05-018

**Number of Job:** 3

**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:** 25/May/2018

### 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.

Site Superintendent 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 Site Superintendent 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 in proper storage and balance of materials in stocks; 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 US and International codes/standards
- Good knowledge of quantitative methods to measure supplier capacity

- Good Organizational skills
- Fully Proficient in computer software, Ms Excel, Ms Word, Ms Project and good knowledge of Auto Cad
- Knowledge of sources of supply, market trends, pricing, and other related matters
- Negotiation skills to shape and influence agreements with vendors
- Discretion and sound judgment in applying technical expertise to resolve day-to-day issues
- 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

### **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) no later than **25th May, 2018**

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

**Submission Email:** [ubg.gajurmukhi.jv@gmail.com](mailto:ubg.gajurmukhi.jv@gmail.com)

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