



## Supervisor Engineer (Site Supervisor)

- **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, with occasional visits to the College at Koteshtwor
Offered Salary	: Negotiable

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : More than or equal to 10 years

### Other Specification

- Minimum Bachelor's degree in Civil or Architecture Engineering. Having Master's Degree in the same fields would be an important advantage
  - Minimum 10 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 supervision of the KAFCOL Principal and Construction Management Team, the Supervisor Engineer shall be responsible to carry out the duties and responsibilities of the KAFCOL General Conditions of Contract for Civil Works. The Supervisor Engineer 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.

### Goal and Objectives

- The main objective of this assignment is to secure professional technical, organizational and supervisory support for execution of the construction and relocation of KAFCOL premises to Matatirtha, including setting out and determining the location for all project's items installations
- involved in construction operations
- The assignment includes oversight of the design implementation of the civil works and to ensure conformities of the civil work to be done in accordance with the approved technical documents
- The Supervisor Engineer works as part of the site management team under direct supervision of the Operations Manager and KAFCOL Principal and will share responsibility for site security, health and safety, and the organization and supervision of material and human resources

### Scope of Work

The Supervisor Engineer (SE) will be acting as the main technical adviser in the construction of KAFCOL infrastructure at Matatirtha. The scope of work, among others, include the following.

- Review relocation 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

- Review 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; monitor 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 KAFCOL Principal and Operational Manager on the work progress on weekly basis including setbacks. He/She has to ensure that any matter that requires attention is reported to the Operational Manager and the Principal for action and correction
- Prepare monthly progress report and ensure completion of tasks on 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 change

## **Job Description, Duties and Responsibilities**

The overall responsibility of the Supervisor Engineer 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 supervising and monitoring the site labour force and the work of any subcontractors, are some of the specific responsibilities.

The Supervisor Engineer's responsibilities are (but not limited to) the following:

- Planning the work and efficiently organizing in order to meet agreed on deadlines
- Coordinating and executing of day-to-day operations pertaining to the constructions and relocation
- Overseeing quality control and health and safety matters on site
- Close monitoring and on-site supervision of the works, including the contract administration for the works, and technical advice and assistance to contracted contractor and labourers
- Coordinating of moves in IT-infrastructure, networks, telecommunications, LAN/WAN, Telephony and Audio Visual/ Video Conferencing, Public Addressing system, Satellite Connection System, Access Control System and CCTV
- 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-outs
- Monitoring and reporting to the 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 constructions and 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 report on civil works activities.
- Construction works well inspected and timely completed based on approved specifications.
- Well-articulated evaluation report on the performance of the 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

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## 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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Koteshwor, Kathmandu  
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