

## ToR of Civil Engineer

<b>Section</b>	Engineering and Mechanical Service Section
<b>Function</b>	Work directly on the civil engineering and mechanical related works of forest and mineral resource divisions.
<b>Reporting</b>	Administratively to the General Manager, FRD; And Functionally to both FRD and MRD
<b>Qualification</b>	Requires minimum of bachelor degree from a globally reputed university in civil engineering. Experience is an added advantage.
<b>Knowledge, Skills &amp; Abilities</b>	<p><b><u>Hard Skills:</u></b></p> <ul style="list-style-type: none"> <li>• Project management knowledge and skills</li> <li>• Civil engineering software related knowledge and skills</li> </ul> <p><b><u>Soft Skills:</u></b></p> <ul style="list-style-type: none"> <li>• Communication skills &amp; Leadership skills;</li> <li>• Organizational skills;</li> <li>• Problem solving knowledge and skills;</li> <li>• Decision making knowledge and skills.</li> </ul>
<b>Location</b>	HO, Thimphu
<b>Functional Responsibilities</b>	<ul style="list-style-type: none"> <li>• Plan, design, survey, estimate, supervise, monitor and co-ordinate the construction and development of forest road network in the operation areas and civil works such as building, bridges, culverts/walls, bio-engineering structures, etc.;</li> <li>• Conduct surveys and identification of potential areas for quarrying and mining;</li> <li>• Plan and conduct environment assessment of prospective quarry sites, crushing plant site, forest roads and potential timber production areas and prepare environment management plans in coordination with Resource Management Section;</li> <li>• Develop mining and quarrying plans and process for all required clearances and approvals for obtaining mining leases of stone quarries.</li> <li>• Provide technical expertise/advice and support, and recommend procurement, care and maintenance, repair, disposal, deployment of machinery, equipment and vehicles to the Management;</li> <li>• Provide all technical and corresponding administrative, managerial and supervision with regards to identification and recommendation of technology for procurement of machineries/ equipment's and repair &amp; maintenance of the machineries.</li> <li>• Study, back-stop and supervise the application of engineering technology to resource extraction and facilitate efficient operation;</li> <li>• Any other tasks related to engineering and mechanical services assigned by the CEO and Divisions as and when required.</li> </ul> <p><i>* Any other tasks assigned by the General Manager/Management</i></p>