**Terms of Reference for Civil Engineer (Regional Manager), HRAD**

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| **Position Title** | : Civil Engineer (Regional Manager) |
| **Grade** | : 6 |
| **Pay and Allowances** | : Pay scale – 31,605-790-47,405  : Basic pay – Nu. 31,605  : Fixed Pay Allowance: 60% on basic pay  : Contract Allowance: 45% on basic pay  : Other benefits as per SRR 2018 |
| **Type of Employment** | : Contract for 3 years |
| **Reporting** | : General Manager, HRAD and General Manager, Petroleum Division |
| **Qualification and Experience** | * Bachelor in Civil Engineering with aggregate 60%. * Min. of 60% in Class XII (English with best 3) and Class X (English with best 4) * 5 years’ experience in relevant field. |
| **Background** | Regional Manager (Civil Engineer) is essential to ensuring that all civil works, infrastructure projects, and maintenance activities are planned, executed, and monitored with professional oversight and efficiency.  The Regional Manager will be responsible for overseeing the day-to-day affairs of the regional office, ensuring that all activities related to civil works are managed in a timely and cost-effective manner. One of the primary responsibilities includes managing the construction of the regional office building, which requires strong project management capabilities, technical know-how, and the ability to coordinate with multiple stakeholders including contractors, consultants, and local authorities.  In addition to managing major construction projects, the Regional Manager will also be tasked with supervising maintenance and repair works, both within the regional office and across Fuel Retail Outlets (FROs) especially in the southern regions.  Appointing a Civil Engineer in this strategic position will ensure a professional approach to infrastructure management, risk mitigation, cost control, and quality assurance, all of which are vital to sustaining effective field operations and organizational growth. |
| **Knowledge, Skills and Abilities** | * Should know Software like Auto Cad, Etabs or other designing soft wares, Excel, MS word. Should have good communication skills and problem-solving abilities. * Strong leadership, organizational, and problem-solving skills. * Proficiency in project management software (e.g. MS Project). * Excellent communication and interpersonal skills. * Ability to work under pressure and manage multiple priorities. * Knowledge of environmental, safety, and quality assurance regulations. |
| **Duties, Responsibilities and Accountability** | **Stakeholder Engagement & Representation**   * Act as the regional focal point for external stakeholders, including government agencies, donors, and community representatives. * Represent the organization in regional forums and technical coordination meetings.   **Project Management**   * Oversee planning, implementation, and monitoring of all civil engineering projects in the region. * Solve problems related to project execution and site conditions. * Ensure projects are delivered within scope, timeline, and budget.   **Procurement**   * Should plays a key role in the procurement of works, goods, and services related to construction, renovation, and maintenance activities. * Ensure all civil engineering-related procurements are aligned with project timelines, quality standards, and budgetary constraints.   **Technical Design & Documentation**   * Prepare technical drawings and design plans as per project requirements. * Handle estimation and cost analysis for proposed works. * Manage tendering processes, including preparation of tender documents and evaluation of bids. * Should know Software like Auto Cad, Etab/Staad pro, Excel, MS word.   **Team Supervision & Support**   * Guide and monitor the performance of site engineers. * Provide technical oversight and direction to ensure quality standards are met.   **Facilities & Maintenance Oversight**   * Monitor and manage general maintenance work at the Regional Office and FROs. * Ensure timely and effective upkeep of physical infrastructure.   **Quality Assurance & Budget Management**   * Assure project quality through regular site inspections and adherence to standards. * Develop and monitor project budgets in coordination with the finance team. * Ensure effective financial tracking and resource allocation.   **Reporting & Compliance**   * Ensure timely submission of progress and financial reports to relevant stakeholders. * Maintain accurate project documentation and data for audit and review.   **Risk Management**   * Identify potential risks affecting project delivery and implement mitigation strategies. * Proactively resolve issues to prevent delays or cost overruns. |
| **Reporting** | Day to day functional and administrative works to the General Manager, HRAD and Petroleum Division (PD) related works to GM, PD. |
| **Placement** | * Regional Office, Phuntsholing |