



Royal University of Bhutan

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Office of the Vice Chancellor

Post Box: 708

Motithang, Thimphu, Bhutan

RUB/OVC/PLG/Cons-Misc/24-25/5802

Date: 17/07/2024

The Presidents,  
All Colleges,  
Royal University of Bhutan

**Subject: Recruitment of Site Supervising Engineer for the 13<sup>th</sup> FYP capital works**

Dear Madam / Sir,

Having secured the capital budget in the 13<sup>th</sup> FYP for the construction of new infrastructure and maintenance works in the Colleges, the planning and preparation of the initial project documents by the Engineering Division, OVC, is nearing completion.

In implementing the capital works, we have the practice of recruiting one Site Supervising Engineers in each College to supervise these works on fixed-term basis. Since the Registry has delegated the authority to recruit officials under Administrative & Technical cadre to the Colleges up to PL-5, we hereby request you to immediately initiate the recruitment of the Site Supervising Engineer following the Guideline for Recruitment and Selection for Administrative & Technical Position as per attached terms of reference.

The payment of salary and allowances are met from the project outlay.

Once the Engineers are recruited by all the Colleges, DPR will organize a three-day induction training at the OVC, Thimphu.

Looking forward to your continued support and cooperation.

With warm regards,

Yours Sincerely,

  
Samdrup Rigyal  
Pro-Vice Chancellor

Cc;

1. Hon'ble Vice Chancellor, OVC, RUB, Thimphu for kind information.
2. Registrar, Registry, OVC, RUB, Thimphu, for kind information.
3. Chief HRO, Registry, OVC, RUB, Thimphu, for information.
4. Administrative Officer, Colleges, RUB for information.
5. Sr. Engineer, Engineering Div., DPR, OVC, RUB, Thimphu, for follow up action.



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**ROYAL UNIVERSITY OF BHUTAN**  
**POSITION PROFILE**

**JOB IDENTIFICATION:**

|                         |   |   |
|-------------------------|---|---|
| 1.1 Position Title      | : | Site Supervising Engineer                     |
| 1.2 Position Level      | : | PL-7 & Above                                  |
| 1.3 Occupational Group  | : | Administrative & Technical                    |
| 1.4 Employment Duration | : | Two years and extendable based on performance |
| 1.5 College/OVC         | : | Colleges                                      |

**MAIN PURPOSE OF THE POSITION:**

Management and supervision of construction projects at the College.

**GENERAL ROLES AND RESPONSIBILITIES:**

The Site Supervising Engineer shall report to the Chairperson of the College Project Management Team (PMT). The general roles and responsibilities of the Site Supervising Engineer shall include but will not be limited to the following:

1. Support the PMT in implementation of the construction of all the facilities in the capacity of site supervising engineer;
2. Verify all Running Account Bills for completed works under his/her jurisdiction;
3. Work proactively at the sites to ensure that all standards stipulated by the design and specifications are consistently met;
4. Conduct survey of works, prepare revised estimates and submit the same to the PMT for further scrutiny and approval;
5. Conduct mandatory field tests of building materials/components and arrange through outside agencies any other tests, which are beyond the scope of field tests deemed necessary in his/her opinion;
6. Conduct PMT meetings at least once a month and other site meetings at key stages of construction, involving the engineer-in-charge of the Contractor;
7. Maintain the construction schedule at the site and update it as and when it becomes necessary to do so;
8. Compile and submit monthly progress reports of the works under his/her jurisdiction to the Office of the Vice Chancellor, stating details of progress as on the reporting date and plan for the next three months;
9. Record and maintain the measurement of works in accordance with the

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- procurement guidelines of the Ministry of Finance;
10. Carry out any other responsibilities within his/her technical field of competence as and when required and as directed by the PMT;
  11. The site supervising engineer will be accountable to any lapses on their part and shall be subjected to auditing by RAA.

### **SPECIFIC ROLES AND RESPONSIBILITIES:**

1. Monitor for site safety and security;
2. Conduct regular site inspections and maintenance of the systems;
3. Resolving problems and implementing improvements;
4. Prepare rate analysis, deviation note sheet and maintain any important documentation.
5. Carry out any tasks that may be assigned from time to time.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA) REQUIREMENTS:**

1. **Education:** Minimum of Bachelors in Civil Engineering with two years of experience in relevant field
2. **Experience:** Position level will be commensurate with experience. However, preference will be given to experienced engineer.
3. **Knowledge and Skills and Abilities:**
  - Conversant in the area of responsibilities both in terms of technical and knowhow and changing environment
  - Good communication skills in terms of written and speaking.
  - Sound analytical skills with knowledge in planning, management and execution of projects and activities
  - Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
  - Ability to work in teams and ready to work beyond working hours

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