

## **Terms of Reference (ToR's)**

### **Assistant Engineer (Civil)**

#### **Background**

Government of Punjab, Planning & Development Board in collaboration with World Bank Group (WBG) and multiple implementing agencies is implementing Punjab Tourism for Economic Growth (PTEG) Project with the total project cost of USD 55 million over five years (30<sup>th</sup> April 2023). The project aims to promote the tourism sector by strengthening the institutional capacity through better skills development, increase private sector participation and improve infrastructure services in support of the tourism sector in the province of Punjab.

#### **Major Responsibilities**

- Maintain coordination of project activities related to civil works and be responsible for the following up with Civil Engineer in the achievement of infrastructure related targets.
- Assistant Civil Engineer and Project Director C&W in day to day activities.
- Responsible for effective execution of Annual Work Plan in consultation with Civil Engineer
- Checking of bills of contractors and supervision of execution of civil works
- To execute the civil works as per approved scope, technical sanctions and specifications.
- To prepare estimates of Civil Works and progress report of civil works.
- Monitor Contractors traffic management and safety plans on the project sites and ensure their compliance as per standardized operating procedure (SOP).
- Process contractor's payments in consultation with PMU-PTEGP.
- Preparing reports, briefs and monitoring progress.
- Any other duty assigned by the officer in charge.

#### **Qualification and Experience**

- B.Sc. / B.E. in Civil Engineering (04 Years degree) or equivalent (at least 2nd Division) from HEC recognized University / Institution
- Five years' relevant experience for civil works / construction of roads and buildings including planning, scheduling, optimized resource estimation, monitoring, periodic reviews of project progress, updating and control, compiling of technical reports and consultation with the consultant, contractor on behalf of senior management
- Good interpersonal skills and communication. Proven ability to work in a collaborative, team environment.
- Written and oral fluency in English will be required.