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State Mining Corporation Limited



Terms of Reference for Civil Engineer

Background

State Mining Corporation Limited (SMCL) is the subsidiary company of the Druk Holding and Investments (DHI) and was incorporated under the Companies Act of Kingdom of Bhutan on 31st December 2014. Its primary mandate is to explore mineral resources and carry out mining activities for both export and serving the local industries. SMCL has its registered office at Gurung Basti, Samtse.

Key responsibility

Primary responsibility of the **Civil Engineer** is to perform the engineering functions of surveying, planning/designing, estimating, tendering and supervision/execution or implementation of the constructions of ancillary services such as building construction, road construction, bridge construction, RCC wall construction, drinking water supply, etc. He or she shall report to Head Engineering & Survey Section, Projects and Mines Department

Specific responsibilities

- Participates in the preparation of plan and specifications for infrastructure/services of construction projects;
- Prepares designs, drawings and estimates of engineering projects;
- Review and ensure compliance with general requirements of engineering standards/practices including environmental issues as applicable to the project;
- Prepares estimates for new or modified services and projects;
- Monitors physical implementation and provides quality control supervision to programs and projects;
- Carries out physical verification and ensures all constructions are as per the design drawings
- Preparation of bills, verifying bills for payments;
- Taking measurements of various items of works;
- Prepares specifications of materials and works;
- Prepares rate analysis for civil works;
- Prepares technical specifications for works and goods;
- Assists in the administration of contracts for engineering projects;
- Reviews technical sanction for works and goods;
- Prepare and review weekly, monthly and yearly project progress reports;
- Evaluates tender bids and technical proposals;
- Assists in selection and engagement of consultants for projects;
- Conduct laboratory testing of materials;
- Carries out sub-soil investigations;
- Project management and contract administration and,
- Residential colony construction, if any, for the project staff;
- Any other activities as assigned by supervisor



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Management

- Monitoring and controlling resources and overseeing the spending of money.
- Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Encouraging and building mutual trust, respect, and cooperation among team members.
- Always cooperate and work as a team with shared goals and objectives.
- Support and follow corporate policy and processes at all times.
- Represent the company and its shareholders in a favorable manner at all times.
- Act with the highest level of professionalism, integrity, and ethical character at all times.
- Timely submission of reports and information to Corporate Office.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- Do not operate the equipment which is/are not familiar/trained and authorized.
- Read the instruction/ask staff who can read and guide whenever you are issued with/use new appliances, disinfectants and other chemicals.
- Must wear protective gears at all times.
- Immediately report any accidents, risks and hazards to supervisor and take appropriate action
- Take actions to avoid potential hazards or obstructions, such as utility lines, other equipment, other workers, or falling objects.
- Monitor operations to ensure that health and safety standards are met.

Working Environment

- Will have to work beyond normal hours and shall subject to pressure to meet deadline and the targets.
- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Must work in all weather conditions and be prepared for both extreme heat and cold.
- May at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Confidentiality



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- a. All machineries, gadgets, systems, documents and information at the office and sites shall belong to the Company and shall be protected and not disclose to outsiders.
- b. Shall not share any information or documents to outsiders without the permission of the concerned official.
- c. Shall not bring any outsiders/strangers in the office or to the site and give access to company's facilities and properties.

Qualifications and experiences

- Class X + 3 years/Class XII + 2 years diploma in civil engineering with minimum of 4 years experience

Other skills, knowledge and attributes

- Basic knowledge on AutoCAD software applications.
- Knowledge and experience project management and contract administration.
- Knowledge in procurement rules and working knowledge of MS Office
- Ability to work in a corporate teams and consulting environment and,
- Must be able to effectively work in a highly flexible organization.
- Should possess very good attitude;
- Have keen interest to work at site;
- Must demonstrate a strong zeal to be part of SMCL team;
- Should have multi-tasking abilities;
- Must possess superior attention to details.
- With high level of integrity, honesty and professionalism;
- Should possess good communication skills;
- Must be interested to share knowledge and develop others.

Employment Type

Regular

Grade, Salary and Other benefits

- a. Grade - S2
- b. Basic Pay - Nu. 24,820.00
- c. Allowances :
- a. Corporate Allowance : 20% of the Basic Pay.
 - b. PBVP : 15% of the basic pay (to be paid at the end of the year based on performance)
 - c. And any other allowances as per HR manual of the company.

The selected candidates will be stationed at Corporate Office, Samtse.

Documents required

1. SMCL application form (download from www.smcl.bt)



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2. Curriculum Vitae (CV) clearly indicating requirements referred to above.
3. Documents required:
 - a. Copies of Academic Transcripts and Certificates (Class X, XII and Diploma)
 - b. Should have approved valid Security Clearance Certificate online.
 - c. Medical Certificate (Minimum 6 months validity)
 - d. Copy of valid Citizenship Identity Card.
 - e. Work experience certificate from the employer.
 - f. If currently employed, the applicant should produce the following documents if he/she gets selected:
 - ✓ No Objection Certificate from the employer.
 - ✓ Audit Clearance

Application Deadline

The last date for submission of the application is on **1st October 2021** before 5 PM. The candidates may apply with all the required documents in PDF to hro.smcl@gmail.com.

Declaration of Confirmation:

I, _____, hereby acknowledge the receipt of the Civil Engineer's job description for State Mining Corporation Limited. It is my responsibility to review this job description and ensure that I am familiar with its contents and comply with all requirements, duties, rules and procedures.

(Name).....

CID. No.

Place:

Date:

Note: The statements provided above are intended to describe the general nature and level of work that an employee shall perform and is not a complete list of responsibilities, duties, and skills required.