

GERAB NYED-YON Ltd.
ToR for Project Manager, Civil Engineer

1. Introduction

Gerab Nyed-Yon Ltd. (GNY) is an autonomous entity holding and managing the assets and investments of the Zhung Dratshang. It ensures adequate support to the Zhung Drasthang for the conduct of spiritual responsibilities towards preservation and promotion of Buddhism, the Kingdom's spiritual heritage.

2. Position and Grade

Analyst (PS2)

3. Employment Type

Initially for Two years contract which is extendable based on individual's performance and requirement of the company.

4. Job Description

Project Manager will be stationed at Norbugang, Samtse and will be responsible for the overall coordination, execution, and supervision of all construction activities on-site for the housing colony project. The role ensures that all aspects of the construction process meet safety, quality, and technical standards within the defined schedule and budget.

The position reports to the Project Management Division at Head Office, Thimphu

5. Duties and Responsibilities

The project manager's responsibility shall be categorized as follows:

5.1 Project Planning and Coordination

- Assist in preparing project plans, including construction schedules, resource allocation, and risk management.
- Coordinate with project managers, contractors, and suppliers for smooth project execution.
- Liaise with stakeholders (clients, consultants, authorities) to provide progress updates and ensure alignment.
- Review and approve detailed site work plans, drawings, and construction method statements.

5.2 Site Supervision and Execution

- Supervise daily construction activities, ensuring compliance with approved plans, drawings, and specifications.
- Conduct regular inspections to ensure adherence to quality standards and proper sequencing.
- Provide technical guidance to site teams and subcontractors, promoting best practices.
- Oversee proper installation and commissioning of systems electrical and plumbing system.
- Monitor construction progress, adjusting plans to meet project milestones.

5.3 Quality and Safety Management

- Implement quality control measures to ensure work meets required specifications.
- Conduct quality checks on materials and enforce proper storage and handling practices.
- Enforce safety regulations, ensuring compliance with health, safety, and environmental standards.
- Address unforeseen issues on-site, providing immediate and effective solutions.

5.4 Resource and Cost Management

- Manage on-site workforce, ensuring sufficient manpower and equipment availability.
- Monitor project costs, ensuring activities remain within budget.
- Coordinate timely delivery and efficient management of construction materials.
- Identify cost-saving opportunities while maintaining quality.
- Evaluate and approve contractor invoices and variations.

5.5 Documentation and Reporting

- Maintain detailed records of approvals, inspection reports, change orders, and other relevant project documents.
- Submit regular site diaries/logs documenting progress, material usage, and incidents.
- Prepare and submit weekly and monthly progress reports to stakeholders and the corporate office.

5.6 Risk Management and Issue Resolution

- Proactively identify risks and implement strategies to mitigate delays or cost overruns.
- Resolve technical challenges, logistical issues, and disputes that arise during construction.
- Oversee corrective actions to address deficiencies or errors on-site.

5.7 Stakeholder Engagement

- Attend meetings with clients, consultants, and stakeholders to address concerns and report progress.
- Ensure client expectations regarding design, quality, and timelines are met or exceeded.

6. Qualification & Experience Criteria

- Bachelor's degree in civil engineering.
- Minimum of three years of relevant work experience excluding the study period;
- Thorough knowledge of building and road construction.
- Preference may be given to candidates with exposure to project management.

7. Core Competencies

- Expertise in civil engineering, construction methods, building codes, and safety standards.
- Proficiency in planning, scheduling, resource allocation, and risk management.
- Strong quality control, inspection, and safety enforcement skills.
- Effective communication and collaboration with stakeholders, including clients and contractors.
- Problem-solving and adaptability for resolving technical and logistical challenges.

- Financial oversight, including budget management, cost control, and invoice approvals.
- Leadership in supervising teams and providing technical guidance.
- Competence in maintaining records, preparing reports, and using tools like AutoCAD and Excel.
- Highly organized, detail-oriented, proactive, and professional.

8. Other requirements

- Duly filed GNY admission form;
- Curriculum Vitae (CV) clearly indicating requirements referred to above;
- Copy of academic certificates;
- Letter of job experience;
- Copy of CID;
- Security Clearance Certificate;
- Medical Fitness Certificate;

9. Salary & Others Benefits

Salary and benefits shall be fixed within the existing GNY pay scales and in line with the GNY Service Rules and based on the candidates' skills and experience.

10. Application Deadline

The application along with required documents shall be submitted to Senior Analyst, Corporate Service Division on or before 13th December 2024. For more information visit www.gerab.bt or contact HR at +975-2-341578 or email to hra@gerab.bt
Please call the above number and confirm your submission through email.

11. Office Address

Level 5 of Namgyel Khangzang in Simtokha, Thimphu 11001

GNY management reserves the right to change, delay, or cancel the selection process and outcome due to unforeseen circumstances or other factors that may affect the process.