



འབྲུག་གོང་འཕེལ་དངུལ་ཁང་ཚོང་འཇིག།  
**Bhutan Development Bank Limited**  
“Your Development Partner”

**Terms of Reference**

<b>Position Title</b>	<b>Jr. Engineer</b>
<b>Reporting</b>	<b>Engineer</b>
Responsible for performing broad spectrum of project management.	
<b>ESSENTIAL FUNCTIONS:</b>	
<ol style="list-style-type: none"><li>1. Prepare detail estimate for renovation/maintenance work based on BSR and market rate.</li><li>2. Prepare bidding/tender documents for the new construction works/repairs and maintenance works.</li><li>3. Drawing and designing for small construction works. (Project concept, collecting and studying reports, maps, drawings, blueprints models)</li><li>4. Preparing work schedules for all the works awarded to the contractors.</li><li>5. Monitoring and supervision of projects and verify bills submitted by the contractors.</li><li>6. Confirms adherence to construction specifications and safety standards by monitoring project progress; inspecting construction site; verifying and taking over the completed work / activities.</li><li>7. Managing, designing, developing, creating and maintaining construction projects in a safe, timely manner (On-site)</li><li>8. Assessing potential risks, materials and costs</li><li>9. Provide advice and resolve creatively on any emerging problems/deficiencies</li><li>10. Maintain timely proper Site Development Book and Measurement Book.</li><li>11. Prepare and issue work order related to construction/repair and maintenance.</li><li>12. Retention of Performance Security as per SBD.</li><li>13. Release of performance security upon the successful completion of project.</li><li>14. Maintain proper and timely documentation of all the documents related to the project.</li></ol>	
<b>OTHER RESPONSIBILITIES:</b>	
<ol style="list-style-type: none"><li>1. Promote image of the Bank by speaking, acting responsibly, showing courtesy and positive attitude to others.</li><li>2. Contribute to enhancing customer satisfaction</li><li>3. Carry out other task as and when instructed by the supervisor</li><li>4. Maintain proper documentation.</li><li>5. Observe code of conduct by maintaining confidentiality of information and punctuality at all times.</li><li>6. Declaration of Conflict of Interest wherever required</li><li>7. Diligent use of office resources (Turning off the electrical appliances/equipment, close the water tap when not in use, etc.)</li></ol>	



ལྷན་ཁག་གི་འཕེལ་དངུལ་ཁང་ཚོད་འཛིན།  
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8. Maintaining proper and clean office decorum at all times.
9. Act as back up of other staff during their absence.