



### Terms of Reference

#### POSITION DESCRIPTION

<b>Position Title</b>	<b>: Jr. Electrical Engineer</b>
<b>Position Level</b>	<b>: 9 (S)</b>
<b>Terms</b>	<b>: Regular</b>
<b>Major Group</b>	<b>: Real Estate Division (RED)</b>
<b>Sub Group</b>	<b>: Phuentsholing Regional Office</b>
<b>Pay Scale</b>	<b>: 18,955- 475-28,455</b>
<b>Reports to</b>	<b>: GM, RED/Regional Manager, Phuentsholing</b>

#### Job Responsibilities of Junior Electrical Engineer:

Following are the job responsibilities of the Jr. Electrical Engineer (Diploma in Electrical Engineering). Initially, his/her responsibilities are but not limited to the following:

1. Assurance of quality of work at the site.
  - i. Execution of electrical works at the site as per the design and drawing.
  - ii. Daily supervision at site.
  - iii. Ensure smooth progress of the work.
  - iv. Maintenance of quality of materials.
  - v. Supervise and report work progress to the project manager.
2. Read detailed drawings and accordingly implement them at the site.
3. Measure and record the completed works in the measurement book (MB) at the site for bill payment.
4. Design of all electrical works/Compound lighting/Street Lighting Works and prepare detailed drawings with prevailing specifications.
5. Carry out detailed cost estimates and prepare Bill of Quantities.
6. Verify bills submitted by the Contractor for payment and forward them to the Project Engineer/Project Director on time.
7. Maintain a daily record of works carried out by Contractor, if assigned to site.
8. Maintain a record of construction materials delivered at the site by the Contractor.
9. Maintain site order book and other records as appropriate.
10. Assess and verify time extensions, variations, and other claims submitted by the Contractor before submitting them to higher authority for approval.



11. Create construction drawings and review drawings submitted by the Contractor.
12. Check the quality of works and maintain test reports for site materials and works.
13. Liaise with other stakeholders such as BPC in liaising the requirement such as Transformer, substation, mini and feeder pillars, etc.
14. Coordinate with the Contractor/Contractor's engineers.
15. Assist Project in conducting coordination meetings and preparation of progress reports.
16. Prepare plans, budgets, forecasts, and reports for the project.
17. Report to Project Director/manager or General Manager;
18. Escalate relevant issues to higher management on time.
19. Support in the fulfillment of the roles and responsibilities of the Project Manager
20. Carry out any other works assigned by NHDCL.
21. Review, check, and certify the Contractor's progress payment
22. Liaise with relevant stakeholders and seek Brand approval.
23. Any other assignments assigned by NHDCL.

**Required Qualification:**

**Education** : Diploma in Electrical Engineering

**Training** : Electrical Work

**Experience** : Prefer experienced candidates but fresh ones can apply

**Knowledge of language(s) and other specialized requirements:**

Must have a firm grasp of technical skills to design, develop, and maintain electrical systems and good computer knowledge. Required management skills, good communication skills in both Dzongkha and English, and must have strong interpersonal skills.