

Position Title: Junior Engineer (Civil)**Location:** Samrang, Sandrup Jongkhar**Reports To:** Site Manager

1. Job Description:

The primary duties of this position include assisting in the supervision, monitoring, inspection, and execution of civil works related to the construction of the solar project at Samrang. The Junior Engineer (Civil) shall support the project team in ensuring that all civil and structural works are executed in accordance with approved drawings, specifications, quality standards, safety requirements, and project timelines.

The Junior Engineer (Civil) is expected to work in close coordination with the Site Manager, civil engineers, contractors, surveyors, and other project personnel at site. The incumbent shall assist in supervision of site grading, access roads, drainage works, foundations, control room/building works, mounting structure foundations, retaining structures, cable trenches, and other civil components of the solar project.

To be a successful candidate, the individual must have a sound practical understanding of civil construction works, site supervision, measurement, and quality control. Experience in infrastructure, industrial, or renewable energy projects will be an added advantage. The Junior Engineer (Civil) shall work under the direct supervision of the Site Manager/Project Manager or any other official assigned by the management.

2. Key Responsibilities:

- Assist in supervising day-to-day civil construction works at the project site.
- Monitor site grading, foundation works, drainage systems, roads, cable trenches, retaining walls, and other civil works related to the solar project.
- Ensure works are being executed as per approved drawings, design specifications, and construction standards.
- Check line, level, dimensions, and workmanship of civil works carried out by contractors.
- Assist in inspection of materials such as cement, aggregates, steel, concrete, and other construction materials.
- Verify proper curing, concreting practices, compaction, excavation, and backfilling activities.
- Maintain site records of work progress, manpower, equipment deployment, inspections, and tests.
- Assist in measurement of completed works and preparation of measurement sheets.
- Report site issues, delays, defects, and non-conformities to the Site Manager/Project Manager.
- Coordinate with survey, electrical, and mechanical teams for interface works.
- Ensure compliance with site safety requirements during execution of civil works.
- Assist in preparation of daily, weekly, and monthly progress reports.
- Support maintenance of drawings, inspection records, quality checklists, and as-built records.
- Assist in contractor bill verification related to civil works.
- Perform any other duties assigned by the Site Manager/Project Manager/Management.

3. Qualifications and Experience:

He/she must/should have:

- Candidates must have a minimum of Diploma in Civil Engineering (minimum 2 years course duration) from a reputed institution/college.
- Must have a minimum of 3 years of relevant work experience in civil construction supervision, site execution, or infrastructure projects.
- Experience in solar, industrial, or infrastructure projects shall be an added advantage.

4. Documents Required:

- Updated Curriculum Vitae (CV) / Resume
- Copy of Degree Certificate and Academic Transcripts, including Class 10 and 12 transcripts/certificates.
- Valid work experience certificates/documents
- Copy of Citizenship Identity Card.
- Security Clearance Certificate (approved online)
- Medical Fitness Certificate.
- Audit Clearance (if applicable)
- List of 2 Recommendation letters from non-family related referees.
- No Objection Certificate (NOC) from employer, for candidates currently in employment.

Note: *Incomplete applications will not be considered. Only shortlisted candidates will be contacted.*

5. Employment Benefits:

- Corporate Allowance: 20% of basic pay per month
- Fixed Allowance: 60% of basic pay per month
- Performance Based Variable Allowance (PBVA): 31.67% of basic pay