

PROJECT MANAGEMENT UNIT

SENIOR CIVIL ENGINEERING TECHNICIAN

- The Senior Civil Engineering Technician will provide project management services related to the project scoping, project design, preparation of tender documents, assisting in managing the procurement process and supervising the implementation of small to medium size projects.

Main Duties and Responsibilities

The incumbent will be required to:

- Travel to project sites and inspect work to ensure adherence to plans and specifications;
- Prepare simple designs, sketches for Civil Engineering Projects;
- Supervise building maintenance work;
- Approve complete works;
- Liaise with construction organization/s and government agencies;
- Assist in the review of designs and drawings done by consultants;
- Supervise tradesmen in adhering to correct construction practise;
- Assist in preparation of monthly, quarterly and annual projects/drafts estimates;
- Assist in the preparation of contact documents;
- Assist in the evaluation of tenders;
- Representing the Project Coordinator at site meetings;
- Liaise with consultants as regards reviewing, phasing and implementation of projects;
- Assist in preparation of the Fiscal Review and Annual Budget of the Ministry.

Qualifications and Experience

- A Civil Engineering Technician Certificate from a recognised institution, a minimum of five (5) years' experience in the construction industry; or
 - Any relevant combination of training and experience.
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