



Terms of Reference (ToR) for Civil Engineer
FCBL Corporate Headquarters, Phuentsholing

Position Title	Civil Engineer
Grade	M3
Pay & Allowances	<ol style="list-style-type: none">1. Basic Pay: Nu.26850 + 35% Contract Allowance on basic pay2. Fixed Allowance: Nu. 136003. LTC: Nu. 12504. Other benefits: PBVA & other entitlement as per FCBL Service Rules.5. Negotiable based on the experience
Employment Type	Three (3) years contract
Academic Performance	Minimum of 55% for Class X & Class XII
Qualification & Experience	Bachelor of Engineering in Civil Engineering, preferably with experience.
Background	The Civil Engineer is responsible for infrastructure development & maintenance and related activities in the company. S/he shall report to the General Manager, HR & Administration Division.
Knowledge, Skills & Abilities	<ul style="list-style-type: none">■ Excellent attention to detail■ Creativity and innovation■ Good communication skills■ Logical thinking and curiosity■ Problem-solving skills■ Commitment to flexible working practices■ Have an ability to work under pressure■ Have high integrity and punctual
	a) Supervision and monitoring of the ongoing construction & maintenance works of the company across the country.



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Food Corporation of Bhutan Limited
"Ensuring Food Security for the Nation at all times"
CORPORATE HEADQUARTERS



Job Description	<ul style="list-style-type: none">b) Design, drawing, and cost estimation of upcoming construction projects and maintenance of FCBL infrastructures as per the plan and budget.c) Preparation of tender documents and tender publication in the electronic Government Procurement (eGP).d) Evaluation and tender award as per the existing procurement rules and regulations.e) Documentation of the implementation of construction projects and maintenance activities.f) Compilation and prioritization of the construction and maintenance activities submitted by the FCBL regional officer for the annual budgeting.g) Construction bill verification and payment processing.h) Joint measurement and handing-taking of the construction projects.i) Land acquisition for new construction projects based on the instruction of the management.j) Preparation of Work-In-Progress reports relating to construction and renovation works and submission to the General Manager, HRAD.k) Carry out any other responsibilities assigned by the General Manager, HRAD & the management.
Requirements	<ul style="list-style-type: none">1) Duly Filled FCBL Employment Application Form (download from website: www.fcbl.bt)2) Curriculum Vitae/Resume3) Copies of Academic transcripts (Degree, Class XII & X)4) Copy of valid Citizenship Identity Card.5) Security Clearance Certificate.6) Original Medical fitness certificate7) No Objection Certificate, if employed.

General Manager
HR & Administration Division
Food Corporation of Bhutan Ltd.
Phuentsholing: Bhutan