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Tashi InfoComm Limited

Job Description

Job Title	Civil Engineer	Report to	General Manager
Department/Unit	Strategic Planning and Projects	Supervises	Civil Section Staff
Purpose of the Department/ unit: Strategic Planning & Projects Department (SPPD) under TICL is responsible for the strategic planning and the management of the projects initiated by the company. The Civil Section under SPPD is primarily responsible for the planning & implementation of civil works part of the Network Projects like site acquisition, site development and the foundation works. Further, the Civil team is responsible for the construction, modification, repair and maintenance of the real estate properties of the company.			
Brief duties and responsibilities: - Supervision of staff under Civil Section; - Estimation and tendering of site development and foundations for towers, shelter, solar panels and other site infrastructure; - Estimation and tendering of civil works related to repair and maintenance of the sites and the real estate properties of the company; - Handing-Taking of civil contract work; - Mobilize manpower for the site acquisition and monitoring & supervision of construction work; and - Liaise with sections under SPPD and other departments to plan and implement civil works			
Working conditions: - Mostly indoor. However, the job also entails travelling to various sites that are spread across the country			
Essential Qualification/ Education Bachelor of Engineering (BE) or Bachelor of Technology(B.Tech) in Civil Engineering/Diploma in Civil Engineering			
Essential Experience - At least 1 year of working experience if the qualification is BE/B.Tech in Civil Engineering - At least 3 year of working experience if the qualification is Diploma in Civil Engineering			
Essential Training N/A			
Job related skills and abilities: - Experienced in carrying out estimation and tendering of construction work - Competent at using design tools like AutoCAD - Competent at using Microsoft Office applications, especially Excel and Word - Good communication skills (both written and spoken) - Good interpersonal skills - Ability to manage and lead people			



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Personal attributes:

- Good attitude
- High integrity
- Hard working
- Punctual

To be filled by the Human Resource and Administration Department

Job Location	Thimphu	Employment nature	Regular
Pay scale	20,275 –507 – 25, 343 (for Diploma)	Allowances	Corporate Allowance and Medical Allowance as per Company's Service Rules and Regulations
Reporting date	Will be informed via call	Reporting time	Will be informed via call