JOB VACANCY

The Directorate invites applications from suitably qualified candidates for the following vacant position:

POSITIONS	QUALIFICATIONS and EXPERIENCE	SKILLS & PERSONAL ATTRIBUTES
Senior Contracts Engineer	• BSc / BEng Civil Engineering Degree • Four (4) years general experience in civil engineering works • At least one to two (1-2) of these years be in field of assignment in road works and experience in procurement of works and services, including the design of civil engineering works. • Experience in FIDIC Contracts is mandatory • Project Management Experience will be advantageous	• Good verbal and written communication; • Good negotiation skills; • Knowledge of the legal framework in which the Government operates; • Performance management skills; • Effective presentation and public speaking skills; • Ability to represent the Directorate within business, government and community sectors; • Knowledge of technical standards, project management and contract specifications; • Human resource management; • Understanding of consultative processes; • Computer literacy skills (more knowledge of CAD and Excel) • Procurement procedures

Interested candidates are to submit the application letter with the following documents: Certified copies of Educational Certificates and Transcripts, and Curriculum Vitae.

For printed job profile, visit the Roads Directorate Headquarters – HR Office (S 02, S 09).

Job profiles can also be obtained on www.rd.org.ls or Roads Directorate facebook page. **PLEASE USE CV FORMAT SUPPLIED ON THE WEBSITE OR FACEBOOK PAGE WHEN TENDERING YOUR APPLICATION**

PHYSICAL ADDRESS:
Roads Directorate – Headquarters
Opposite Browns Cash & Carry Supermarket
Corner Senate and Lepoqo Rd, Industrial Area, Maseru

NB: REQUIRED CV FORMAT:

Address: Applicant's Contact Numbers and email address				
Name & Surname:			Date of Birth:	
Summarize professional experience over the past 3 years, in reverse chronological order				
From	To	Names of the Employer and contact details (if available)	Description of the Projects worked (specify project names)	Capacity/Position held and duties performed

POST: SENIOR CONTRACTS ENGINEER [DEVELOPMENT]

Positions under direct supervision:

Engineers

- Contracts Engineer
- Projects Engineer
- (any other persons that may be assigned- e.g. student interns)

SCOPE OF WORK

To provide quality service in the Contract Administration and Management of Contract Documents and further maintain a strong but professional relationship with the service providers in order to drive the mandate of the organization by delivering the end objective being the road and bridge rehabilitation, upgrading and construction works. Ensures monitoring and evaluation of the works/ services under his/her care in order to get value for money. Will be responsible for performance of subordinate staff under his or her supervision.

JOB DESCRIPTION

1. **Technical Duties**

The Senior Contracts Engineer is responsible to:

a. Draft annual capital development projects budget which will be reviewed by the supervisor in order to include in the overall divisional budget submission.
b. Supervise the work of subordinates in the administration and management of Works and Services contract in the upgrading, construction and rehabilitation of roads and bridges.
c. Ensures accountability, efficiency and effectiveness in the contract administration and management for works and services. The task includes but not limited to the following:
    - Coordinates timeous submission of proper work reports.
    - Collects comments and inputs from relevant stakeholder divisions for inclusion into the overall report and then submit to the Manager for review and approval.
    - Coordinates progress meetings between the service providers (contractors/ consultants) and the RD (Development Division).
    - Checks contractual compliance in the processing of invoices, claims and payment of certificates.
    - Takes active participation in the formulation of responses to laid claims/ disputes affecting the undertaken projects. All the same, ensures submission of claims or lodging of disputes if the service provider fails to honour the contractual obligations.

- Ensures the integrity of the organization by giving immediate instructions to the service provider in the event of notice of works or services being likely to engender public outcry over safety or health issues due to the construction works undertaken.

d. Participates in the drafting of tender document for procurement of works and services and ensures that all information is compliant to procurement standards and procedures.
e. Assist the Manager in the development of work programmes for capital projects to inform proper planning of resources (both financial, human and material).
f. Acts as a liaison person between the division and the service providers (contractors/ consultants) to ensures efficient day to day management & supervision of the on-going projects.
g. Participates in the preparation and updating of Standards for Road & Bridge Rehabilitation, Upgrading and Construction procedures.

h. Responsible for the quality and workmanship of every activity, through knowledge of all phases of construction engineering relating to civil, architectural and structural discipline interfacing the multidisciplinary operations of the project.
i. May be requested to provide technical assistance in other divisions as part of knowledge and skills transfer platform.

2. <u>Human Resource Development</u>

a. To assess the performance of all directly reporting subordinates and to provide them with coaching, counselling and recommend training, as appropriate, for their development.
b. To ensure that the staff within the Division are appropriately managed and motivated in accordance with the Directorate's HR Policies including industrial relations matters.
c. To ensure that all officers reporting to the Senior Engineer understand and fulfill their actual and delegated responsibilities, authorities and accountabilities.
d. To ensure that the staff members within the Division are assessed annually and training programs developed to address identified needs.

3. <u>Financial Management</u>

a. To assist in preparation of the budgets for the projects and the Directorate.
b. To monitor the expenditures for the projects against the relevant budget to ensure that no excess expenditures are permitted to occur. If additional budget appropriations are required, ensure that the applications are made at the appropriate time and ensure that the yearly budget is effectively utilized and will avoid incurring large expenditures in the closing months of the year.

<u>JOB SPECIFICATION</u>

- BSc / BEng Civil Engineering Degree
- Four (4) years in Construction, Contract management, Quality Management and Supervision of Civil Engineering Rehabilitation of Roads and Bridge works and services, Contracts Administration and Project Management experience in Managing Civil Contracts where

- At least one to two (1-2) of these years be in field of assignment in road works and experience in procurement of works and services will be an added advantage
- Experience in FIDIC Contracts & NEC Contracts is necessary
- Project Management Experience will be advantageous

OTHER SKILLS:

- Good verbal and written communication;
- Good negotiation skills;
- Knowledge of the legal framework in which the Government operates;
- Performance management skills;
- Effective presentation and public speaking skills;
- Ability to represent the Directorate within business, government and community sectors;
- Good written communication skills;
- Knowledge of technical standards, project management and contract specifications;
- Human resource management;
- Understanding of consultative processes;
- Computer literacy skills
- Procurement procedures