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TOURISM COUNCIL OF BHUTAN



Terms of Reference (ToR) for Program Engineer

Job Description:

Agency:	Tourism Council of Bhutan
Title:	Assistant Program Coordinator
Position Level:	P4
Placement:	PMU, TCB
Education & Work Experience:	Bachelors in Engineering
Vacancy Type:	Service Contract (SC)
Contract Duration:	4 Years

DUTIES AND RESPONSIBILITIES:

The Program Coordinators are expected to perform the following tasks:

- Ensure and support the PMU in preparation of all documents and reports on the delivery of the Program for all the implementing agencies such as financial reports, progress reports, procurement plan, operational manual, TORs, bidding documents as per the requirement of the Program.
- Scrutinizes structural drawings and estimates for proposed projects
- Prepares specifications of materials and works
- Prepares analysis of rates
- Prepares tender documents for civil works and goods
- Assists in the administration of contracts for engineering projects
- Reviews technical sanction for works and goods
- Evaluates tender bids and technical proposals
- Monitors physical implementation and provides quality control supervision to programs and projects
- Monitor and evaluate the progress of the Program and prepare M&E reports in accordance with the provisions of the Flagship Program.
- Carries out physical verification and ensures all constructions are as per the design drawings
- Assist PMU in implementation of the Tourism Flagship Program activities in New Destinations and development of Unique Products in various Dzongkhags.
- Assist Program Coordinator in ensuring timely procurement of consultants, works and equipment under the Program.
- Prepare write ups / materials on the Program and update the same to PMU, TCB and documentation of the program and publication of reports.
- Support PMU, TCB in carrying out the overall TCB functions, as and when required in coordination and under the supervision of the PMU, TCB.
- Carry out other tasks as deemed necessary by the PMU, TCB.



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KNOWLEDGE & SKILLS REQUIREMENTS

Education: Bachelors in Engineering

Training: NA

Experience required: Entry

Knowledge of language(s): Should have a good writing skills and command over written and spoken Dzongkha and English.

Other skills: Must have adequate knowledge on principles and various aspects of tourism and related fields and the mission of the Organization in the concerned field of the Section and also the overall priorities and objectives of the government.

(Candidates are required to enclose supporting documents for assessment)

REPORTING:

The Program Engineer should directly report to the Program Manager of PMU under TCB and work closely with the Focal Person in the Dzongkhags.

The Program Coordinator must work full time under the PMU under TCB for the implementation of the Tourism Flagship Program.