



**Terms of Reference  
CIVIL ENGINEER  
2018/ 35**

G.P.L Inc. invites applications from suitably qualified candidates to fill the vacancy of **Civil Engineer** - within the Facilities Department – Middle Street.

Under the general direction of the Senior Civil Engineer, the incumbent will be responsible for the execution of the general administrative/managerial functions associated with Infrastructural Maintenance and Development within the company.

**KEY RESPONSIBILITY AREAS**

1. Review all Civil Engineering designs, drawings and Specifications submitted by Engineering Consultant.
2. Monitor all Building & Civil Engineering works and certify payments for works carried out in the Facilities Department.
3. Advise the Senior Engineer, Facilities Manager/ Divisional Director – Human Resources on improvement in Techniques, Programmed, Technical Standards pertinent to Building & Civil Engineering Works.
4. Maintain construction records for projects assigned to.
5. Ensure construction works being carried out are executed properly with quality control and within the timeline.
6. Be available to address emergencies after working hours, for safety and security concerns.
7. Maintain an excellent working standard, strict compliance with occupation safety, health and environment laws of Guyana and company policies.

**JOB QUALIFICATION(S) AND EXPERIENCE:**

1. A Bachelor's Degree in Engineering (Civil) from the University of Guyana or its equivalent from an Accredited Institution along with Five (5) years relevant experience.

**SALARY COMMENSURATE WITH QUALIFICATIONS AND EXPERIENCE.**

## COMPETENCE PROFILE:

### Core

- **Communication** – Fosters two (2) way communication.
- **Adaptability & Managing Change** – Takes time to question: understand and speak to the underlying stakeholders beyond those initially expressed.
- **Decision Making** - Makes appropriate independent decisions in non-routine situations.
- **Creativity & Innovation** – Challenges and adapts existing approaches; actively seeks new ways of doing things.
- **Safety** - Recommends and or improves Occupational Safety and Health procedures to protect and maintain workers' physical and mental health.
- **Results Oriented** – Demonstrates the ability to use corporate resources and expertise to achieve desired results.
- **Teamwork** – Proactively solicits ideas and opinions and shares information and learning with others.
- **Leading and Developing Others** – Builds others' confidence, making them feel better equipped to do their jobs and encourages their voices to be heard in decision making.

### Functional /Technical

- Knowledge of practical application of Building & Civil Engineering Science & Technology
- Knowledge of Building & Civil Engineering Design Techniques and principles.
- Knowledge of Construction/Civil Engineering Contracts & Preparations
- Knowledge and ability to perform project works
- Knowledge in Construction Costing, estimating & scheduling of tasks.
- Strong written & verbal communication and organizing skills.
- Computer skills in AutoCAD, Microsoft Office Suite, Projects.
- Ability to read and follow Construction Drawings, take off quantities and schedule tasks.
- Be conversant with the **FACTORIES ACT CHAPTER 95:02, Occupational Safety and Health Act Chapter no. 32 of 1997, Electricity Sector Reform Act Chapter 57:01 of 1999, Environmental Protection Act no. 11 OF 1996 of the Laws of Guyana, and the Guyana Power & Light License which include the STANDARD TERMS AND CONDITIONS FOR ELECTRIC SERVICES of October, 2010.**

Applications should be submitted to reach the Deputy Human Resources Manager Guyana Power & Light Inc. 257/259 Middle Street, Georgetown not later than July 05, 2018.