

TERMS OF REFERENCE PMO/MPW

Post Title:	Senior Highway Engineering Specialist/ Team Leader
Type of Appointment:	National Contracted Staff
Duration:	One year (3 month probation)
No. of Post	1
Duty Station	MPW/PMO - Kabul
Salary	As per NTA salary scale (Grade B)
Work hours	Full time
Vacancy No	MPW/PMO/HR-003
Date of announcement	25 January 2021
Closing Date	7 February 2021
Gender	Male/Female

1.0 Background

Program Management Office of the Ministry of Public Works have an ongoing portfolio in transport sector from the various Grants provided by Asian Development Bank (ADB). Currently PMO is implementing Various National Highways projects and System Development project and is designated to handle the implementation related tasks that includes

(a) procurement civil works and consultants' services, (b) monitor the progress of day-to-day project implementation, (c) accord various approvals including approval for variations, extension of time, (including obtaining approvals of the donors) etc. (d) prepare progress reports (e) prepare withdrawal applications for disbursement, (f) maintain project accounts and complete loan financial records for auditing and (g) ensure compliance with various Loan and Grant covenants, etc.

2.0 Job Description

- The Senior Highway Design Engineer will act as both Sr. highway engineering specialist and also as team leader of the Technical Department of Program Management Office (PMO). The Sr. Highway Eng. specialist is required to review the designs drawings, specifications, technical documentation and work methodologies according to AASHTO and MPW Design standards produced by the Design Consulting Firms or civil work contractors of PMO at the different stages of Design Submissions. The Sr. Highway Engineering Specialist/team leader will work in close coordination with the program director of PMO and provide assistance to the Sr. Bridge/structure engineering specialist, Sr. Quantity/ cost engineering specialist, Sr. Material/pavement engineering specialist and Sr. Contract Management specialist.

- Manage multiple projects within the design department from concept to implementation ensuring projects are delivered on time and budget.
 - Provide leadership, set standards and provide coaching for a team of Design Engineers.
 - Demonstrate excellence in Design Engineering skills.
 - Responsible for the compilation and accuracy of Design History files.
 - Plan and co-ordinate the activities of the design group to ensure compliance to procedures and regulations as required by MPW.
 - Develop processes and procedures to support and improve design practices.
 - Be responsible for producing effective new product designs. To review the output of Design Engineers ensuring work is completed with the required level of rigor to the timescales required by the project.
 - assist in the compilation of quotations
 - Approve design reports and quality documentation to MPW's quality standards.
 - Produce all necessary detailed CAD, engineering drawings, reports and plans for the above to the relevant applicable standards.
 - Responsible for progressing all design and development activities to achieve agreed timing, highlighting any concerns or deviations from plan to the functional lead and relevant project manager in a timely manner to support the discussion and development of recovery strategies.
 - Work with internal teams to generate ideas for designs and proposals
 - Provide quality control over design outputs and production
 - Establishing and developing best practice with the design and creative team
 - Working with other team members to deliver projects and activity to deliver against deadlines
 - Any such other duties as may be relevant to the progress of the department.
-
- Review the 35%, 65%, 90% and 100% design packages submitted by the Design Consulting Firms or civil work contractors of PMO
 - Verify and check the drawings for any missing details
 - Advise the Contractor / consultant for adequate road alignment and value engineering
 - Review the technical specifications for road and provide expert recommendations if deemed necessary
 - Check the provided road design with respect to the drainage requirements
 - Check the provided design in terms of safety and access Review the provided design BoQ against the design.
 - Conduct site visit deemed necessary by MPW in regards to specific issues of the PMO projects.
 - Require site visits, at least one in a month.
 - Any other task assigned by the program director.
 - Analyze survey reports, maps, drawings, blueprints, aerial photography, and other topographical or geologic data to plan projects.
 - Road network damage assessments leading to and in flood-damaged areas.
 - Attending in technical meeting for Highway issues.
 - Ensuring that all designs are completed to the highest standards, based on initial survey data provided to the Design Unit by the Surveyors.
 - Analyze and solve technical problems and provide solutions in a timely manner.

3.0 Job Requirements:

A Master degree holder in Civil Engineering with at least 7 years of related experience focusing on Transportation Engineering or Project Team Management. Or with Having a Bachelor degree in mentioned fields with having 7 years relevant Experiences with International organizations in Afghanistan.

The position is for the duration of the project, subject to satisfactory performance. There will be a probation period of three months. Annual performance evaluation will be organized by the Director PMO

4.1 Submission Guideline:

Interested candidates are requested to forward their applications and detailed CV in PDF format clearly indicating the position (Senior Highway Engineering Specialist/ Team Leader – MPW/PMO/HR-003) applied for in the subject of your email to PMO Office of Ministry of Public Works through email at pmo.recruitment@gmail.com with a copy to adbafrm@adb.org, without mentioning the position title/vacancy number your application may not be considered. Application received after 7 February 2021, will not be shortlisted for written test/Interview.

Note: Only Shortlisted candidates will be contacted.

Female Candidates are highly encouraged to apply.

Submission Email:

pmo.recruitment@gmail.com