

**ADB**

# VACANCY

## Health System Enhancement Project / Additional Financing (ADB Funded)

### Ministry of Health

Asian Development Bank-funded Health System Enhancement Project/Health System Enhancement Additional Financing Project, is proposed to carry out reforms of the Primary Health Care Services proposed by the Primary Health Care Policy in Central, North Central, Sabaragamuwa, and Uva Provinces from 2019 to 2026. The total project cost is USD 183 Million.

Applications are invited for the Post of Senior Engineer at Project Management Unit. Please note that the initial contract is for one year and is renewed based on performance/ and requirement.

Position	Location	Qualification	Salary Scale
Senior Project Engineer	Project Management Unit (PMU) based in Colombo.	<p>A Bachelor's Degree (BSc) in Civil Engineering and a Masters Degree (MSc) in Civil Engineering, Construction Management, Project Management. Structural Engineering or a related field recognized by the University Grants Commission.</p> <p>Minimum of 14 years of overall experience with at least 8 years of experience in construction management of building projects and 3 years as a Team Leader or Deputy Team Leader or Project Manager or Resident Engineer</p> <p>An Associate membership/ A similar professional qualification obtained from a recognized professional institution in the relevant field.</p>	Category PS3, in accordance with the Management Circular No. 01/2019 dated 15.03.2019

#### Age Limit

Under 60 years by 13.12.2024

**Further details and the application form can be downloaded from <https://www.hsep.1k/>**

Duly completed application (compulsory), detailed curriculum vitae, copies of education and professional qualifications/experience, and names of two non-related referees along with their contact details (telephone/email) should be sent to reach the following address (email/post/by hand) **on or before 13.12.2024**, in a sealed envelope stating the specific position on the top left of the envelope. Applications sent after the closing date will be rejected.

#### Project Director

**Health System Enhancement Project**

**3/19, Kynsey Road, Colombo 08**

**Email - [careers.hsep@gmail.com](mailto:careers.hsep@gmail.com) (for E - Submissions)**

**Telephone - +94 11 2 697 173/ +94 11 2 056 535 Fax +94 11 2 697 163**

**TERMS OF REFERENCE (TOR) FOR SENIOR CIVIL ENGINEER/ TEAM LEADER  
PS3 Level**

Position Title: Senior Civil Engineer/ Team Leader

**A. Qualifications**

- A1. Academic Requirements:  
Bachelor's Degree (BSc) in Civil Engineering,
- A2. Post-Graduate Qualifications  
Master's Degree (MSc) in Civil Engineering, Construction Management, Project Management, Structural Engineering or a related field.
- A3. Professional Certifications:  
Corporate Membership of a Recognized Professional Institution.

**B Experience:**

- B1. Overall Experience:  
A Minimum of 12 years of overall experience, with at least 8 years of experience in construction management of building projects and 3 years as a Team Leader or Deputy Team Leader or Project Manager or Resident Engineer

**C. Relevant Expertise:**

Proven track record in Construction Management and Project Management.

Hands-on experience in dispute resolution and procurement processes.

Direct involvement in foreign-funded projects is a strong advantage.

Strong negotiation and communication skills.

Proficiency in project management software tools is preferred

**D. Key Responsibilities:**

The Team leader shall be overall in charge and responsible for the following tasks

**D1. Monitoring & Supervision**

- a. Lead and administer the Project Engineering Team providing strategic guidance and technical oversight on planning, execution, and completion of the contracts and providing necessary training and capacity building of the Project Staff.
- b. Supervising the construction of all facilities under the Project

- c. Check and ensure the works are carried out in conformity with the design, drawings, and specifications
- d. Assess and enforce, the adequacy of the Contractor's inputs in terms of material, equipment, construction machinery, labour, and construction approach and methodologies as per the approved construction management practices
- e. Organize and conduct periodical progress review meetings to monitor the Progress.

## **D2. Contract Administration**

- a. Prepare an effective construction schedule and advise all civil works Contractors to follow work activities as stipulated in the schedule and;
- b. Monitor site activities to ensure compliance with safety regulations, engineering standards, and environmental and health guidelines
- c. Monitoring the contractor's progress physically, and financially against the milestones of the work program to ensure completion of the contract in time;
- d. Monitor contract variations and time extensions, to keep up-to-date records of contract prices and completion dates and assist timely payment of bills to the Contractors;
- e. Review Contractor's requests for time extensions, variations, additional compensation, and claims and recommend appropriate timely decisions; and

## **D3. Contract Payments**

- a. Obtaining measurements for works completed and in progress and verifying bills for payment to the Contractor checking and certifying for payments
- b. Evaluating and processing Contractors' interim payment certificates and the Final payment certificate

## **D4. Quality Control**

- a. Perform all duties of Quality Control of works and carry out comprehensive technical supervision of the works to ensure conformity with approved designs, specifications for materials and workmanship, and applicable relevant standards and codes.
- b. Perform inspection of the sites for compliance with the contract and record a non-compliance report in case of any non-compliance. Note deficiencies in the works,

cause corrections to be made, and check the remedial work, and facilitate rectifying the deficiencies

#### **D5. Health, Safety, Gender and Environment Requirements**

- a. Ensuring all necessary compliances for Environmental and Health & Safety requirements at sites as well as at preliminary safety norms are followed.
- b. Ensure the implementation of site-specific Environment Management Plan (EMP) as per ADB guidelines conduct training/orientation and briefing of all workers in this regard; and
- c. In particular, ensure the proper management of discarded Asbestos Cement Sheets from demolished buildings as per guidance provided in the EMP. All precautionary measures relating to demolition, handling, storage, and disposal of AC sheets must be ensured and reported.

#### **D6 Time Management**

- a. Obtain Contractor's construction program and incorporate necessary modifications in line with the resources and scheduled completion;
- b. Establish and implement effective monitoring and control systems.
- c. Develop and maintain detailed records of work activities accomplished by the Contractors.
- d. Ensure timely completion of contracts.

#### **D7 Cost Management**

- a. Prepare and update the cash flow and advise the employer on funds requirements.
- b. Submit monthly cost reports including variation in cost, reasons for variation, and the projected total cost of the contract.
- c. Report on expenditures under each contract and the forecast on cost at completion with specific alert on cost overrun.

### **D8 Dispute Resolution**

- a. Ensure minimizing disputes during contract implementation;
- b. Assist Employer in adjudication/ arbitration of disputes with relevant data, information, details, records etc. as may be required during the process.

### **D9 Completion**

- a. Identification of defects prior to taking over the site and during the defect liability period;
- b. Remedying such defects prior to issue of completion certificate;
- c. Issue completion certificates in accordance with the Conditions of Contract.
- d. Obtain the AS BUILT drawings immediately on completion of each area after reviewing, verifying, and approving the “as-built” corrections to all plans, drawings, and other documents;
- e. Verify and approve final payment certificate under the terms of contracts; and for final payment to the Contractors after adjusting any liquidated damages and security deposits, if any.

### **E. Submission of Reports**

- a. Timely Submission of periodical reports in coordination with the relevant stakeholders.(Quarterly, Biannually, Annually)
- b. Submit clarifications on construction work requested by the ADB.
- c. Assist in preparing clarifications for Audit Queries, Complaints, Dispute resolution, and Grievance Redress Mechanisms.

### **F. Remuneration and Per Diem:**

Remuneration as per the Management Circular 1/2019 issued on 15<sup>th</sup> March 2019 by the Management Service Department of the Ministry of Finance.

# Health System Enhancement Project

## Application for the Post of .....

### Section I

1. Full name of the applicant (in block letters)

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2. Name with initials of the applicant (in block letters)

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3. Date of Birth

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4. Age ..... 5. Sex ..... 6. Marital Status .....

7. National Identity card number/Passport Number of the applicant

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8. Postal Address

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9. Telephone Number

a) Residence:

b) Mobile:

10. E-mail Address


11. Academic Qualifications\*

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12. Professional Qualifications\*

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13. Memberships in Professional Bodies\*

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14. Professional Experience (in chronological order)\*

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15. If you are currently employed

- a) Present place of work
- b) Designation
- c) Office Address

16. Special comments/notes

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17. Two Non-Related Referees (Name, Designation, Contact Details)

I.

II.

I certify that the particulars furnished by me are correct and true. If any information found incorrect before/after the interview my application/appointment will be rejected.

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Signature of the Applicant

.....  
Date

- This application should accompany following documents
  - a) Curriculum vita with a photograph
  - b) Certified Copies of
    - NIC/Passport
    - a. Academic Qualifications
    - b. Professional Qualifications
    - c. Memberships in Professional Bodies

**Section II**

- *To be filed by Head of the Institution of currently employed applicants;*

1. Name of the Applicant
2. NIC Number
3. Name of the Institution
4. Designation of the Applicant
5. Service Period
6. Recommendations

The candidate can be released with immediate effect from the current employment if she/he is going to be selected.

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Signature and Rubber Stamp of the Head of the Institution

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Date