



ELIGIBILITY CRITERIA FOR PROJECT BASED POSTS

NATIONAL COLLEGE OF ARTS (A Federal Chartered Institute)

SR#:	POST / DUTIES / QUALIFICATION / EXPERIENCE / SKILLS
1.	<p style="text-align: center;">PROJECT ENGINEER (CIVIL)</p> <p>Duties & Responsibilities:</p> <ol style="list-style-type: none">1. Assist Project Coordinator in preparation of the project plans, schedules and specifications.2. Assist Project Coordinator in preparation of project budget.3. Assist in assembling the jobs site office and equipment requirements.4. Monitor and maintain the project construction schedule on a weekly basis.5. Raise and discuss relevant issues at the job site meetings, Prepare and issue minutes of all site meetings.6. Inform the Project Coordinator of any errors discrepancies or omissions contained within the Consultants design and drawings.7. Monitor site safety and ensure that the requirement of the occupational Health and Safety standards are enforced.8. Ensure Completion of and track all independent testing and inspections as required by Government authorities and to ensure all required civic bodies inspections are performed.9. Maintain and enforce good construction standards and quality control.10. Control and monitor labour, material and equipment expenses.11. Assist Project Coordinator to ensure that as-built drawings are prepared on an ongoing basis by all trades during the construction period.12. To prepare and to verify the measurement book for the whole project. <p>Qualification: Bachelor's degree or equivalent (16-years of education) in Civil Engineering or related discipline from a reputable local or foreign university duly recognised by Higher Education Commission of Pakistan.</p> <p>Relevant Experience: 5-years of experience as Site Engineer (preferably on multi-storey buildings) out of which 5-years may be as Construction Engineer, preferred in government organisations.</p> <p>Specialized Skills:</p> <ul style="list-style-type: none">▪ Excellent knowledge of project management (Planning, Organising, Budgeting, Execution etc.);▪ Excellent knowledge of MS Office;▪ Excellent command on checking of contractor's invoices, maintaining measurement books.
2.	<p style="text-align: center;">QUANTITY SURVEYOR</p> <p>Duties & Responsibilities:</p> <ol style="list-style-type: none">1. Preparation of Bill of Quantities as per design for Civil Works.2. Checking measurement of work done by the contractor at site.3. Record keeping of site work in measurement book. <p>Qualification: DAE Civil from a recognized institution.</p> <p>Relevant Experience: 5-years of experience as quantity surveyor on high rise buildings preferably in government organisations.</p> <p>Specialized Skills: Excellent knowledge of MS Office particularly MS Excel.</p>