



ELIGIBILITY CRITERIA FOR PROJECT BASED APPOINTMENTS

NATIONAL COLLEGE OF ARTS

SR#:	POST / DUTIES / QUALIFICATION / EXPERIENCE / SKILLS
1.	<p style="text-align: center;">PROJECT COORDINATOR</p> <p>Duties & Responsibilities:</p> <p>A. Responsible for managing all components of the stated project, Upgradation of National College of Arts, Lahore and Related Facilities.</p> <ol style="list-style-type: none"> 1. Prepare the project plans, schedules and specifications and comment on the building design, scheduling, possible cost savings measures and potential construction problems. 2. Assist estimator in preparation of project budget. 3. Prepare the general conditions budget. 4. Assist in assembling the jobs site office and equipment requirements. 5. Have confidence in own ability to intelligently communicate with design team / PNCA as well as effectively lead the trades. 6. Expedite all shop drawing and approvals. 7. Monitor and maintain the project construction schedule on weekly basis. 8. Raise and discuss relevant issues at the job site meetings. 9. Inform the Consultant/Client of any errors discrepancies or omissions contained within the Consultants design and drawings. 10. Monitor site safety and ensure that the requirement of the occupational Health and Safety standards are enforced. 11. Ensure Completion of and track independent testing and inspections. 12. Issue Monthly progress draws and invoicing to Consultant and client including Final holdbacks. 13. Maintain and enforce good construction standards and quality control. 14. Be responsible for and assist with maintenance and operation of the Commission's directly owned equipment on the job site in conjunction with site staff. 15. Control and monitor labour, material and equipment expenses. 16. Prepare monthly cost forecasting summaries. 17. Ensure that as-built drawings are prepared on an ongoing basis by all trades during the construction period and issue final close-outs to Consultant/Client accordingly. 18. Prepare and expedite project deficient lists. 19. To prepare and to verify the measurement book for the whole project. <p>B. Responsible for budget correspondence with the sponsor.</p> <p>Qualification: Master's degree or equivalent (16-years of education) in Architecture, Civil Engineering or related discipline from a reputable local or foreign university duly recognized by Higher Education Commission of Pakistan.</p> <p>Relevant Experience: Experience of executing large-scale preferably government projects and/or high-rise buildings. 6-years experience of project management preferably in Government organizations. A relaxation on Experience can be made based on the performance record of a candidate.</p> <p>Specialized Skills:</p> <ul style="list-style-type: none"> ▪ Excellent communications skills, problem solving skills, analytical skills negotiation skills. ▪ Excellent knowledge of project management (Planning, Organizing, Budgeting, Execution etc.). ▪ Excellent knowledge of MS office. ▪ A team leader committed to achieve the overall objectives of the project.

2.	<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 recognized by Higher Education Commission of Pakistan.</p> <p>Relevant Experience: 5-years of experience as Site Engineer (preferably on multi-story buildings) out of which 5-years may be as Construction Engineer, preferred in government organizations.</p> <p>Specialized Skills:</p> <ul style="list-style-type: none"> ▪ Excellent knowledge of project management (Planning, Organizing, Budgeting, Execution etc.). ▪ Excellent knowledge of MS office. ▪ Excellent command on checking of contractors invoices, maintaining measurement books.
3.	<p style="text-align: center;">SITE SUPERVISOR (CIVIL)</p> <p>Duties & Responsibilities:</p> <ol style="list-style-type: none"> 1. Supervision of building construction / structures. 2. Testing of the materials at construction site. 3. Site supervision / implementation as per drawing / design. 4. To prepare the measurement book for the whole project <p>Qualification: DAE (Civil) or B.Tech (Civil) from a recognized institution.</p> <p>Relevant Experience: 5-years of experience as site supervisor on high rise buildings preferably in government organizations.</p> <p>Specialized Skills:</p> <ul style="list-style-type: none"> ▪ Knowledge of project management (Planning, Organizing, Budgeting, Execution etc.). ▪ Excellent knowledge of MS office. ▪ Understanding of construction drawings, site layout, and construction systems / assemblies & materials.
4.	<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: 10-years of experience as quantity surveyor on high rise buildings preferably in government organizations.</p> <p>Specialized Skills: Excellent knowledge of MS office particularly MS Excel.</p>