

**PROJECT OFFICER****Ref: Ext2019/06-ProjO****DUTIES**

- To assist in the planning, design, execution and administration of projects.
- To carry out surveys in connection with civil engineering and building works including survey of existing buildings and undertake preparation of related drawings and reports as required.
- To assist in the preparation of Bill of Quantities in collaboration with the Quantity Surveyor.
- To assist in Tender Appraisals for civil engineering and building works.
- To assist in the examination of claims and preparation of certificate payments for works executed by contractors in collaboration with the Quantity Surveyor.
- To attend and hold coordination / site meetings as applicable and prepare minutes of meeting whenever required and ensure proper follow up.
- To supervise civil engineering and building works and coordinate activities during implementation.
- To perform any other cognate duties as may be assigned.

**PROFILE**

- Diploma in Building and Civil Engineering or equivalent.
- At least 3 years' experience in Building and Civil Engineering works.
- Knowledge in MS Project and AutoCAD will be an advantage