

VACANCY ANNOUNCEMENT

Public Servants' Social Security Administration would like to recruit interested applicants for the following position in contractual basis,

1. Vacant position: Resident Engineer (RE)

2. Job Requirement

- **Education:** M.Sc. / B.Sc. Degree in Civil Engineering or construction management or related fields from recognized University.
- **Work Experience:** Minimum of 2/4 years of working experience for Msc. and BSC respectively. minimum of 2 years specific experience in the management, design and construction supervision, and contract administration of high-rise building projects as a manager/Resident Engineer/coordinator or supervisor in at least two projects.
- **Software requirement:** Autodesk, AutoCAD and Microsoft office respectively.

Summary of the vacant position responsibility

- ✓ Ensures that the project office is well established and structured;
- ✓ Plans, coordinates, leads and controls the overall activities related with construction of the office building;
- ✓ Ensure that construction works are executed according to the plan and schedule;
- ✓ Monitors the day-to-day construction project management activities;
- ✓ Prepare progress report periodically and keep all project stakeholders up to date with project progress.
- ✓ Ensures that resources are efficiently allocated,
- ✓ Ascertain contracts are properly administered and counter checks with the contract administration activities carried out by project consultant,
- ✓ checks and verify take off sheet, payments to consultant and contractors and forward to PSSSA project unit for approval;
- ✓ Inspect and observe work in progress to ensure that procedures followed and materials used conformed to project specifications, quality standards and work program.
- ✓ Establish and maintain effective Health and Safety system in place for the Project strictly adhering to standards and specifications.
- ✓ Execute daily operations of monitoring the daily work executed and prepare interim and completion project reports.
- ✓ Monitor, verify and enforce specification compliance of materials and designs at various stages of project.
- ✓ Ensure a positive work environment and awareness by all staff at the site of project goals and objectives.
- ✓ Conducted site meetings and monitor progress throughout the project cycle.

- ✓ Assure the company procedures and policies are being complied with Company Business Conduct and Ethics Policies at all times.
- ✓ Any duties assigned by project Management unit.

3. **Vacant position:** -2(one)
4. **Terms of employment:** -..... contract
5. **Work place:** -.....Hawassa and Bahirdar
6. **Salary:** -.....Negotiable
7. **Application dead line:** -10 calendar Days from the announcement

How to Apply

- Only short-listed candidates will be communicated
- The PSSSA has the right to cancel the post advertised
- Applicants should clearly specify the place of work they applied for on their application letter

Interested applicants fulfilling the above requirements are invited to submit their applications and CVs with photocopies of non-returnable supporting credentials, educational and work experience testimonials to the human resource directorate office no. 314 during working hours.

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