

Job Summary:

The Analyst shall assist in implementing and managing projects under DHI. He/she shall work under the direct supervision of the Sr. Analyst/Head, Projects Implementation Unit (PIU), Department of Investments, DHI.

He/she shall be responsible for the projects assigned to him or her including bid management, monitoring consultancy and project deliverables, managing project teams, contractors, consultants and other stakeholders besides ensuring the completion of all projects assignments in a timely and cost-effective manner. He/she shall work closely with the consultants and the project advisory team, and administer project reporting schedules and deadlines. He/she shall be the focal point for DHI's land management and work under direct supervision of Director, DoI.

Specific Responsibilities

Specific responsibilities include:

- Spearheading the preparatory implementation works related to projects, which will be undertaken by the DHI in collaboration with the investors and consultants;
- Carry out the tendering and other related processes for the Projects including the civil works and evaluation of the bids;
- Liaise with relevant government authorities and agencies for obtaining the required clearances for essential services related to the projects, and garnering support in terms of government regulations and policies;
- Monitor the progress of all project works against the calendar of key events and ensure compliance with general requirements of engineering standards/practices as applicable for the projects;
- Implementation of DHI Land Policy and manage land including acquisition, transfer and leasing of DHI's land;
- Identify lands for projects/plants or new business;
- Initiate and coordinate surveying of project sites, and ancillary services like roads and water supply;
- Participate in the preparation of plans and specifications for infrastructure/commercial projects
- Research on project design requirements and new technology for improved/effective implementation/monitoring of projects;
- Prepare designs, drawings and estimates of engineering projects;
- Prepare estimates for projects;
- Monitor physical implementation and provides quality control supervision to programs and projects;
 - Carry out physical verification and ensures all constructions are as per the design drawings,
 - Scrutinize drawings and estimates for proposed projects,
 - Prepare specifications of materials and works,
 - Prepare analysis of rates for projects or civil works,
 - Assist in the administration of contracts for engineering projects,
 - Performs EIA of projects and programmes,
 - Assist in selection and engagement of consultants for projects,
 - Review technical sanction for works and goods,
 - Evaluate tender /bids and technical proposals,
 - Conduct laboratory testing of materials,
 - Carry out sub-soil investigations of project sites.
- Render technical support to DOCs whenever necessary in terms of project implementation and monitoring;
- Provide regular and timely progress reports to the Director, DoI, project advisory team and DHI board; and
- Render support to other divisions of the DHI as and when needed/asked.

Educational and Work Requirements

- Master's degree with Bachelor's degree in Civil Engineering. Min. of 50% aggregate in Bachelor's degree and 3 yrs. of work experience (excluding the study period), or
- Bachelor's degree in Civil Engineering with a min. of 50% aggregate and 5 yrs. of work experience (excluding the study period).
- Preference would be given to candidates with Master's degree and professional experience in managing and implementing projects.

Person Specifications & Attributes

Additionally, he/she must have:

- Project planning and management skills,
- Bid management & contract administration skills,
- Highly advanced project management competence,
- Strong financial and analytical skills,
- Strong risk assessment ability,
- Strong negotiation and client management skills,
- High integrity/ethics and strong ability to meet the deadlines.

Other requirements

- DHI application form.
- Curriculum Vitae (CV) clearly indicating requirements referred to above.
- 2 referrals/recommendation letters from non-family related referees.
- Copies of (1) Degree Certificates, (2) Academic Transcripts, (3) Security Clearance Certificate (online), (4) Medical Fitness Certificate, (5) Citizenship Identity Card, and (6) No Objection Certificate (if employed).

Employment Type

- Regular

Salary & Others Benefits

- Salary and benefits shall be fixed within the existing DHI pay scales and in line with the DHI Service Rules.