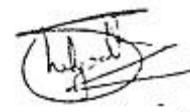


	<b>MTI - HAYATABAD MEDICAL COMPLEX</b>	Doc. No.	HMC-HRD-F-02
	<b>WORKS DEPARTMENT</b>	Version No.	00
	<b>JOB DESCRIPTION</b>	Date	02-05-2022

<b>JD No.</b>	06-WD
<b>Job Title</b>	Director Buildings / Civil Work
<b>Department</b>	Works Department MTI/HMC
<b>Reporting To</b>	Hospital Director

<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>Preparation of PC-1 for new work.</li> <li>Weekly progress reports sharing and Daily supervision of sites</li> <li>Bill Verification of Contractors.</li> <li>Construction materials checking.</li> <li>Applying building codes &amp; specifications of civil work</li> <li>Checking of construction drawings.</li> <li>Pre-qualification of contractors.</li> <li>Pre-qualification of consultants.</li> <li>Approval of Samples.</li> </ul>
	<b>Academic &amp; Professional Qualifications:</b> <ul style="list-style-type: none"> <li>BSc in Civil Engineering from recognized University registered with PEC.</li> </ul> <b>Related Experience:</b> <ul style="list-style-type: none"> <li>At least 05 year experience as Civil Engineer in any Govt or Govt registered Companies(C 1-C-2) in buildings.</li> <li>The services of selected candidate will be for a period of 01 year further extendable upon the approval of the BoG, MTI/HMC.</li> </ul>
<b>Job Requirements / Hiring Criteria</b>	<b>Skills/Competencies:</b> <ul style="list-style-type: none"> <li>Computer literate</li> </ul>
<b>Working Environment</b>	<b>Working Conditions:</b> <ul style="list-style-type: none"> <li>Hospital</li> </ul> <b>Physical Effort:</b> <ul style="list-style-type: none"> <li>Excellent</li> </ul>

	<b>Name</b>	<b>Designation</b>	<b>Date</b>	<b>Signature</b>
<b>Prepared by</b>	Syed Imtiaz Ullah Shah	Director Buildings & Works	04/07/2022	
<b>Reviewed by</b>	Dr. Faisal Shahzad	Hospital Director	04/07/2022	
<b>Approved by</b>	Dr. Shahzad Akbar	Medical Director	04/07/2022	

**Acknowledgment:**

*I have read and understood my position description. I understand that these responsibilities maybe modified to meet arising needs in the department*

Employee:	Date:
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