

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

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

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

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