

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS

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- Ministry:** Public Infrastructure, National Development Unit, Land Transport and Shipping  
(Public Infrastructure Division)
- Post:** Director (Civil Engineering)
- Salary:** Rs 70,000 (26 00 86)
- Effective Date:** 20 September 2010
- Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Deputy Director (Civil Engineering) who possesses –
- (i) strong leadership and managerial skills; and
  - (ii) sound administrative and organisational abilities.
- Role and Responsibilities:** To ensure sustainable development and implementation of approved civil engineering projects.
- Duties:**
1. To be responsible to the Supervising Officer for the proper management of the Engineering Section.
  2. To liaise with the Architect Section for the implementation of projects.
  3. To advise on all matters relating to the developments of the civil engineering projects.
  4. To be responsible for the civil and structural aspects of building projects.
  5. To devise and ensure the implementation of training programmes for the technical staff of the Engineering Section.
  6. To prepare budget estimates in consultation with the Director (Quantity Surveying) for building and civil engineering projects.
  7. To ensure that budget expenditure for building projects are properly monitored.
  8. To ensure the proper monitoring and co-ordination of the progress of civil engineering projects.

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for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

Date..... 20 SEP 2010 .....

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9. To advise other Ministries/Departments on the preparation of bidding documents and assist them in the formulation of policies in respect of buildings and civil engineering projects.
10. To participate in evaluation of bids.
11. To participate in meetings and committees, as and when required.
12. To ensure the implementation of the Performance Management System in the Engineering Section.
13. To use ICT in the performance of his duties.
14. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Director (Civil Engineering) in the roles ascribed to him.



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