



COMSATS University Islamabad

Wah Campus

Eligibility Criteria & Job Responsibilities for Non-Faculty Positions

Manager (Civil Works) OG-II (No. of Position = 01)

Qualification

First Class 16-Year degree in Civil Engineering from an accredited academic institution.

Experience

Seven years' experience of Planning, Management, Contracting and Execution of Construction Work in a University or other national or international organization.

Job Responsibilities

The incumbent must be responsible to plan, manage and monitor the repair maintenance and construction work activities in the campus. The detail of responsibilities are given below:

- Preparation of Request for Proposal (RFP) documentation and participates in the selection of consultants, contractors, vendors, and other service providers.
- Manages planning, design, bidding, construction, and warranty phases of new facilities, additions, and renovation projects.
- Liaison and coordination between consultants, and various institutional service units; facilitates in budgeting, and scheduling.
- Reviews projects for constructability, code compliance, and completeness of documentation, according to phase objectives; inspects construction to monitor progress and ensure conformance to plans and specifications.
- Oversees the work of external consultants for assigned projects; ensures that designs are consistent with planned objectives, relevant regulations, and University Standards.
- Process payments requests from consultants, contractors, and vendors after verification.
- Prepare detailed reports on project progress; identifies problems, solutions, milestones, financial cost projections, and analyses.
- Provides advice, training, and support to works staff as related to assigned projects.
- Under the specific direction University Management; participates in the resolution of construction contract disputes and/or claims.
- Performs miscellaneous job-related duties as assigned.
- Managing all repair/ maintenance works in the campus.

The candidate must have command on MS Office and project management software.



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Assistant Engineer (Civil Works) OG-I (No. of Position = 01)

Qualification

First Class 16-Year degree in Civil Engineering from an accredited academic institution.

Experience

Two year's experience of Planning, Management, Contracting and Execution of Construction Work in a University or other national or international organization.

Job Responsibilities

The Assistant Engineer will assist Manger Works in planning, managing and monitoring of repair maintenance and construction work activities in the campus. The detail of responsibilities are given below:

- Assistant in preparation of Request for Proposal (RFP) documentation and participates in the selection of consultants, contractors, vendors, and other service providers.
- Assists the Manger Works in planning, design, bidding, construction, and warranty phases of new facilities, additions, and renovation projects.
- Preparing reviews projects for constructability, code compliance, and assisting in completeness of documentation, according to phase objectives; inspects construction to monitor progress and ensure conformance to plans and specifications.
- Supervision of construction and ensures that designs are consistent with planned objectives, relevant regulations, and University Standards.
- Assist in processing payment requests from consultants, contractors, and vendors after verification.
- Assist in preparation of detailed reports on project progress; identifies problems, solutions, milestones, financial cost projections, and analyses.
- Provides advice, training, and support to sub engineer and other works staff as related to assigned projects.
- Assists University Management in the resolution of construction contract disputes and/or claims.
- Performs miscellaneous job-related duties as assigned.
- Monitoring, Plan and execute all repair/ maintenance works in the campus.

The candidate must have command on MS Office, AUTOCAD and project management software.



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Purchase Officer (OG-I) (No. of Position = 01)

Qualification

First Class 16-Year degree from an accredited academic institution.

Experience

Two years' relevant experience in a University or other national/ international organization.

Job Responsibilities

The incumbent must have good negotiable skills with vendors/suppliers. He must have good knowledge of Public Procurement Regulatory Authority rules and public procurement of goods, services and works in the public sector. Candidates must be willing to accept the challenging assignments.

The candidate must have command on MS Office and purchase related software.



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Sub Engineer (Civil Works) (SG-III) (No. of Position = 01)

Qualification

First Class Diploma of Associate Engineer (Civil) from an accredited institution.

Experience

Five years' relevant experience of quantity surveying and supervision of Civil works.

Job Responsibilities

- Supervision of Construction and Maintenance Work at Site.
- Preparation and maintenance of Measurement Book.

The candidate must have command on MS Office, AUTOCAD and other computer skills.