



## LAND SETTLEMENT AGENCY

**Unit : Infrastructure Development Unit**

**Position : Engineering Technician**

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### Job Summary

Coordinates the operations on all sites on which construction is taking place for the LSA and monitoring the work of Contractors to ensure adherence to Contracts.

### Organizational Relationships

- Reports directly to the Senior Design Engineer or the Manager of the Infrastructure Development Unit.
- Interfaces with professional and non-professional staff involved in the construction of projects.
- Liaises with other Units within the Land Settlement Agency.
- Interfaces directly with the Contractors/Consultants responsible for design and construction.
- Liaises with representatives of external agencies and the public.

### Duties Include

- Represents the Senior Design Engineer on construction sites.
- Monitors progress of construction works.
- Prepares detailed technical progress reports, including valuations.
- Assists in contract administration and in the tendering process.

### Qualifications, Training and Experience

- National Technician Certificate or Diploma in Civil Engineering or any equivalent qualification.
- At least 2-5 years' experience in supervision of civil construction projects.
- Ability to conduct valuations of work completed and prepare cost estimates.
- Computer proficiency and literacy in AutoCAD, MS Office Suite will be an asset.
- Good communication and negotiation skills.