



མངའ་བདག་ཀྱིས་པོ་ཡིག་ཚང་།
HIS MAJESTY'S SECRETARIAT
DE-SUUNG SKILLING PROGRAMME
NORION RENEWABLE ENERGY LIMITED
Motithang, Thimphu: Bhutan



Term of Reference (TOR)

1. Position Title: Engineer (Civil)

2. Grade: B1/NRG 7

3. Duration and Remuneration:

- i. The employment will be on a regular, full-time basis, subject to a probation period of six (6) months, and will continue unless terminated by either party in accordance with the company's policies and applicable employment terms.
- ii. The remuneration package and other benefits shall be as per **Annex 1**.

4. Job Responsibilities for Civil Engineer

The Civil Engineer will be responsible for providing technical support in the planning, design, implementation, and management of civil engineering aspects of solar projects. The role involves supporting project execution, ensuring compliance with technical standards and specifications, and contributing to the successful delivery of solar projects under the guidance of the Chief Executive Officer/ Project Director and senior engineers.

The Civil Engineer shall be responsible for, but not limited to, the following:

- i. Conduct site feasibility studies, topographical assessments, land development evaluations, and support utility-scale solar PV project planning and site selection activities;
- ii. Design and engineer all civil infrastructure components of solar PV projects, including equipment foundations, mounting structure foundations, cable trenches, duct banks, access roads, internal roads, stormwater drainage systems, retaining structures, perimeter fencing, inverter stations, control buildings, and all associated civil works required for safe and efficient project implementation;
- iii. Carry out land grading, earthwork planning, drainage management, hydrological assessment, and stormwater control measures to ensure site stability and long-term operational reliability;
- iv. Perform soil investigations, geotechnical assessments, and evaluate site constraints related to soil conditions, slope stability, settlement, erosion control, hydrology, and environmental considerations affecting project design and construction;
- v. Prepare detailed engineering drawings, technical reports, specifications, design calculations, project documentation, as-built drawings, and project completion reports;



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- vi. Develop cost estimates, Bills of Quantities (BoQ), tender documents, technical specifications, and construction-related documentation for civil and structural works;
 - vii. Design and coordinate civil works related to fixed-tilt mounting systems, pile foundations, driven pile systems, micro-pile systems, and ballast mounting structures, ensuring compliance with project requirements and engineering standards;
 - viii. Coordinate structural loading analysis and design considerations related to wind loads, seismic loads, snow loads, corrosion protection, structural durability, alignment tolerances, and leveling requirements for solar mounting systems and associated infrastructure;
 - ix. Collaborate with Project Implementation, Engineering & Design, Electrical, Protection, and Operations & Maintenance (O&M) teams to support integrated project planning, technical coordination, and multidisciplinary project execution;
 - x. Supervise and monitor civil construction activities to ensure compliance with approved drawings, specifications, QA/QC requirements, HSE standards, project schedules, and EPC contract requirements;
 - xi. Support solar EPC project execution activities, including contractor management, site supervision, construction coordination, progress monitoring, and implementation scheduling;
 - xii. Monitor and assist in the installation, testing, commissioning, and handover of civil infrastructure associated with solar PV plants in compliance with applicable engineering standards, utility requirements, and regulatory frameworks;
 - xiii. Assist in procurement activities, including supplier evaluation, material review, technical assessment of construction materials, inspection, testing coordination, and contractor/vendor management;
 - xiv. Implement and monitor quality assurance and quality control (QA/QC) procedures to ensure that construction materials, workmanship, inspections, testing, and project deliverables comply with approved standards and specifications;
 - xv. Coordinate with contractors, consultants, suppliers, utility agencies, and government stakeholders to facilitate project approvals, regulatory compliance, environmental clearances, and project execution activities;
 - xvi. Prepare construction schedules, work plans, progress reports, technical presentations, and project-related documentation as required by the Supervisor;



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- xvii. Enforce and adhere to health, safety, and environmental (HSE) requirements, including identification and mitigation of construction-related hazards and implementation of safe work practices at project sites;
 - xviii. Participate in technical training, professional development, innovation initiatives, and continuous improvement programs related to renewable energy infrastructure and solar PV project implementation; and
 - xix. Support the team in achieving project deliverables, maintaining project records, and ensuring timely completion of project milestones and commissioning activities.

5. Qualifications:

The candidate for the position of Civil Engineer shall possess the following qualifications:

- i. The candidate must possess a Bachelor's Degree (full time) in Civil Engineering or Structural Engineering from a recognized institution;
- ii. Strong and practical knowledge in civil and structural design related to solar PV projects, including foundations, mounting structures, grading, earthworks, geotechnical engineering, drainage systems, roads, retaining structures, cable trench systems, and associated infrastructure works;
- iii. Familiarity with fixed-tilt mounting systems, pile foundation systems, driven pile systems, micro-pile systems, ballasted mounting systems, corrosion protection measures, and structural durability requirements for solar projects;
- iv. Sound understanding of structural loading analysis, including wind loads, seismic loads, snow loads, and other design considerations applicable to solar PV infrastructure;
- v. Knowledge of utility-scale solar PV plant layout optimization, substation interface requirements, transmission connectivity considerations, and coordination with electrical and protection engineering teams;
- vi. Familiarity with engineering standards, construction codes, QA/QC procedures, EPC contract frameworks, environmental regulations, and health, safety, and environmental (HSE) compliance requirements applicable to renewable energy projects;
- vii. Proficiency in engineering design, drafting, structural analysis, surveying, and project management software such as AutoCAD, Civil 3D, STAAD.Pro, ETABS, MS Project, GIS tools, and other relevant engineering applications. Basic understanding of PVsyst coordination will be an added advantage;



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- viii. Knowledge of surveying and field engineering activities using Total Station and GPS survey equipment will be preferred;
 - ix. Strong knowledge of BoQ preparation, cost estimation, tender documentation, construction supervision, material inspection, testing procedures, project coordination, and contractor management;
 - x. Ability to manage multidisciplinary teams and coordinate effectively with consultants, contractors, suppliers, utility authorities, and project stakeholders throughout the project lifecycle from design through commissioning;
 - xi. Strong analytical, problem-solving, communication, technical reporting, and interpersonal skills, with the ability to work collaboratively within a multidisciplinary renewable energy project environment; and
 - xii. Fluency in written and spoken English is required. Knowledge of Dzongkha and other local languages will be an added advantage.

6. Reporting and Supervision

The Engineers will report to the Chief Executive Officer/Project Director or designated supervisor. They will work closely with the Project Implementation Team and collaborate with other relevant stakeholders as necessary.

Annex 1:



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Remuneration Package:

A) Engineer (Civil)

Position Title	Position Level	Basic Pay	Increment	Maximum	Corporate Allowance (20%)	Fixed Allowance (60%)	Gross	Remarks
Engineer (Civil)	B1/NRG7	31,605	790	47,405	6,320	18,965	56,890	

Remarks: All other benefits are based on performance and other entitlements as per NREL SRR.