

آئل اینڈ گیس  
ریگولیٹری اتھارٹی



Oil & Gas  
Regulatory Authority

<http://www.ogra.org.pk>

## Situation Vacant

Oil and Gas Regulatory Authority (OGRA) invites applications from suitable candidates on the prescribed Employment Application Form which is available along with Job Description at OGRA's Website [www.ogra.org.pk](http://www.ogra.org.pk) for appointment against the following position on contract basis for the project term:-

### **Project Co-ordinator**

**(Civil Engineer)  
(01 post)**

Bachelor's degree in Civil Engineering from a recognized University in Pakistan or abroad and registered with Pakistan Engineering Council with minimum 10 years post qualification experience of Supervising Building Projects. Should be able to read and understand the Architectural, Working and Structural drawings. Should be well versed with latest construction techniques, PEC standard bidding documents, Cost Estimation, Schedule of rates and field/lab tests to be conducted at site during the construction phase of the project. Should also be able to deal with project Contractors, Consultants etc. Age minimum 40 years.

- The post of Project Co-ordinator (Civil Engineer) shall be filled for project term on contract basis on fixed monthly emoluments. The contract will be given till completion of the project.
- Persons working in Government/semi Government/Autonomous bodies/ Semi-autonomous bodies, Corporation, etc. should apply through proper channel and if selected, will have to resign or seek retirement from their posts before joining the Oil and Gas Regulatory Authority.
- Only the most suitable candidates will be short listed to invite for test/interview and selection will be made purely on merit.
- Emoluments are negotiable based on experience.
- No TA/DA will be admissible to the candidates.
- Please mark the envelop on the right top corner with the title of position applied for.
- The Competent Authority reserves the right to accept or reject any application/scrap this process.
- Duly filled prescribed Employment Application Form alongwith attested copies of all academic certificates, degrees, experience certificates, NIC and Domicile certificate should reach the undersigned within 21 days of the advertisement latest by November 07, 2018.

**Deputy Executive Director (HR)**

Oil & Gas Regulatory Authority

54-B, Fazal-e-Haq Road, Blue Area, Islamabad.

**JOB DESCRIPTION FOR THE POST OF PROJECT CO-ORDINATOR (CIVIL ENGINEER)**

- Physically oversee the construction of OGRA Office Building according to design/drawings and construction plan.
- Assist the Incharge Building Project in technical, engineering & contractual issues, implementing and monitoring of OGRA Main Office Building Project.
- Keep Liaison with Consultant and Contractors of the Project.
- Full time site supervision of the project through design and construction stages to commissioning, handing over and final accounts
- Check & verify the construction works (Civil, Electrical, Mechanical etc.) and payments to Contractors and Consultant.
- Coordinate, monitor & control the progress of the Project and ensure that the Project is completed within time frame according to design and quality standards.
- Check the quality of construction works on site w.r.t specifications, materials, quality control etc.
- Provide technical inputs & support in matters relating to construction of the Project.
- Plan and organize site coordination meetings and drafting of their minutes.
- Keep record of all the construction related documents, reports, maintain a reference system for these documents.
- Coordinate with the Consultant and Contractors of the Project in the preparation of monthly progress report of the Project.
- Submit progress report on the project on monthly basis to the Steering Committee of OGRA Office Building Project / Authority.

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