

Construction Industry Development Board

Scheme of Service

Post: **Technical Executive**

Qualifications: A. Candidates should possess a degree in Civil Engineering or Mechanical Engineering or Electrical Engineering or Architecture or Quantity Surveying from a recognized institution or an equivalent qualification acceptable to the Council.

B. Candidates should -

- (i) reckon at least one year's post qualification experience in the construction industry;
- (ii) possess effective interpersonal and communication skills; and
- (iii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed

Salary: Rs 26,300 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450

Duties: 1. To be responsible to the Manager, Technical Services for the performance of the following duties -

- (i) to assist the Manager, Technical Services in all technical matters;
- (ii) to carry out survey studies and research on matters relating to the construction industry;
- (iii) to monitor and report on development in the construction industry;
- (iv) to assist in –
 - (a) processing of applications for registration of consultants and contractors;
 - (b) maintaining a database on the construction industry;
 - (c) the implementation of Council's decisions.
 - (d) promoting the standardization and improvement of construction materials and techniques; and
 - (e) the compilation and updating of the national schedule of rates;
- (v) to entertain complaints and manage a complaint desk;
- (vi) provide advice to members of public on construction matters; and

(vii) to conduct training programmes on matters relating to the construction industry.

2. To use ICT in the performance of his duties.
3. 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 Technical Executive in the roles ascribed to him.

CIDB

September 2020