

JOB DESCRIPTION:**JOB TITLE: Project Engineer****No of position: 1****Responsibility Summary:**

MEPZ Special Economic Zone, Department of Commerce, Ministry of Commerce & Industries, Government of India invites applications from enterprising and aspiring candidates for the position of Strategy Consultant to the Office of Development Commissioner, MEPZ SEZ, (www.mepz.gov.in). Government of India set up Madras Export Processing Zone (MEPZ) in the year 1984 as a Multi-Product Zone. It had been converted into a Special Economic Zone in the year 2003. MEPZ SEZ is located at Tambaram in a close proximity of 9 km from Chennai International Airport and about 30 km from the Chennai Sea Port. MEPZ SEZ is headed by the Development Commissioner, who is of the rank of Joint Secretary to the Government of India. MEPZ SEZ has the jurisdiction of Special Economic Zones (SEZs) and 100% Export Oriented Units (EOUs) located in the State of Tamil Nadu, UT of Puducherry (Pondicherry and Karaikal areas) and UT of Andaman & Nicobar Islands.

MEPZ Zone has a total area of 262 acres. The Zone became operational with the commencement of exports in 1985-86. There are about 124 Units in MEPZ SEZ operating in Manufacturing and Service Sectors like Apparel, Engineering, Electronics, Chemicals, Aerospace, Pharmaceuticals, Gem & Jewellery, IT/ITES, etc. The Zone provides direct employment to more than 35,000 persons.

The Project Engineer will be responsible for overseeing the Various Projects and Development activities within the zone.

Mandatory:**Overall Responsibility:**

The Project Engineer will be responsible for overseeing of planning, executing, construction and infrastructure projects within the SEZ, ensuring that all projects are completed on time, within scope, and within budget. The role involves close coordination with various stakeholders, including contractors, architects, and regulatory authorities, to ensure that all project activities align with the MSEZA goals and comply with central government regulations.

Key Duties and Responsibilities:

- Oversee construction and maintenance of building structures and infrastructure within the SEZ
- Verification of Estimates, Drawings, Bills submitted by the PMC.

- Ensure that all project designs comply with safety regulations, environmental standards, and SEZ-specific guidelines.
- Liaise with contractors, engineers, and other stakeholders to ensure that all construction activities meet quality standards.
- Conduct site inspections to monitor progress, ensure adherence to design specifications, and address any issues or delays.
- Prepare and present project reports to the MSEZA team, outlining project status, risks, and recommendations.
- Develop and implement project management methodologies to improve efficiency and project outcomes.

Qualifications and Skills:

Required skills and qualifications

- A bachelor's degree in civil engineering from an accredited university or college.
- 3-5 years of experience as a site engineer, civil engineer or an equivalent role.
- Demonstrated proficiency in managing and supervising construction projects.
- Experience with Microsoft Office Suite, GIS, AutoCAD and other software.
- Ability to manage multiple construction projects at various stages of their lifecycle.
- Strong knowledge of construction methods, materials and regulations.
- Competent in assessing, interpreting and presenting survey reports and other critical data for stakeholders and shareholders.
- Excellent project management and organisational skills.
- Strong problem-solving and decision-making abilities with effective communication.
- Ability to work effectively in a team and coordinate with multiple stakeholders.
- Attention to detail and a focus on delivering high-quality results.
- Certifications, like Project Management Professional (PMP) or Construction Health and Safety Technician (CHST).
- Thorough knowledge of the Indian Building Code, safety regulations and standards.
- Excellent interpersonal, leadership and management skills.
- Knowledge of sustainable construction practices.
- Understanding of budgeting and cost control.

Number of post: 1 (One), the number of post may increase or decrease or cancel based on the final decision of the Competent Authority.

Remuneration and Duration of Engagement:

The Project Engineer shall be appointed on a contractual basis for a period of one year extendable up to a maximum of three years or more with approval of competent authority. A gross monthly remuneration of Rs. 40,000/- to Rs. 50,000/- per month shall be offered to the selected Project Engineer based on their past experience, previous pay, etc.

Application Process:

- Candidates may apply through email (Email ID: ddc2@mepz.gov.in).
- The subject of the email shall be "Application for [Name of the Post] / [Name of the Candidate]."
- There is no registration/application fee.

Selection Process:

- Suitable candidates will be shortlisted from the total applications for the selection process.
- Final selection will be based on the selection criteria fixed by the Selection Committee.