



Ministry of Development
Brunei Darussalam

ARUP



**PROJEK JAMBATAN TEMBURONG
(TEMBURONG BRIDGE PROJECT)**

**RESIDENT SITE STAFF (RSS)
RECRUITMENT RSS POSITION DETAILS**

Interested Applicants please email to BTBjobs@pwd.gov.bn



ARUP

RESIDENT SITE STAFF (RSS) RECRUITMENT

Projek Jambatan Temburong (Temburong Bridge Project)



The Government of Brunei Darussalam is inviting applications from candidates who can fulfil the qualification and experience criteria for the above project Resident Site Staff (RSS) positions as listed below.

Successful applicant(s) will be employed by the Government of Brunei Darussalam through their Public Works Department, Ministry of Development as Resident Site Staff. The successful applicant(s) will be working under the directions and management of the Employer's Engineering consultant Arup Group. Arup is a well established international consultant firm of designers, planners, engineers, and technical specialists offering a broad range of professional services.

The Project

The proposed Temburong bridge links Brunei-Muara District to Temburong District across Brunei Bay. The project comprises bridge structures, grade-separated interchange, cable-stayed bridges, pre-stressed concrete box-girder for marine and land viaducts etc. The project will be implemented under a series of construction contract packages.

Vacant Positions Available

The following vacant positions are available for applications by interested candidates:-

Central Team:

1. Senior Resident Engineer - Electrical (SRE-E)
2. Resident Engineer - Electrical (RE-E)
3. Assistant Resident Engineer - Structures / Geotechnical (ARE-STR/GEO)
4. Assistant Resident Engineer - Electrical (ARE-E)
5. Resident Senior Inspector of Works - Structures / Geotechnical (RSIOW-STR/GEO)
6. Resident Senior Inspector of Works - Electrical (RSIOW-E)
7. Resident Inspector of Works - Structures / Geotechnical (RIOW-STR/GEO)
8. Resident Inspector of Works - Electrical (RIOW-E)
9. Resident Technical Officer - Drafting (RTO-DRAFT)
10. Resident Personal Secretary (RSEC)
11. Resident Clerical Assistant (RCA)

Further Details of RSS Positions, Terms and Conditions

For further details on the criteria requirements, engagement terms and conditions for the abovementioned positions please visit the website of Public Works Department, Ministry of Development at <http://www.mod.gov.bn/pwd/SitePages/RESIDENT%20SITE%20STAFF%20-%20CAREER%20OPPORTUNITIES.aspx>. Details can also be obtained by email requests indicating the position interested to BTBJobs@pwd.gov.bn

How to Apply

Interested candidates meeting the criteria requirements shall apply by email to BTBJobs@pwd.gov.bn with full resume, availability, present salary, contact telephone number, email address, and quoting position Reference Code. Full resume, as a minimum, shall include details of qualifications, past experiences, details of professional memberships and passport size photograph.

Information collected from the responses to this advertisement will be strictly used for recruitment purpose only. Applicants not contacted within eight weeks may consider their applications unsuccessful and applications collected will be destroyed after 18 months.

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Senior Resident Engineer – Electrical (SRE-E)

The Government of Brunei Darussalam is inviting applications from candidates who can fulfil the qualification and experience criteria for the above project Resident Site Staff (RSS) position. Applications are open to citizens or permanent residents of Brunei Darussalam and individuals from foreign nationalities.

Successful applicant will be employed by the Government of Brunei Darussalam through their Public Works Department, Ministry of Development as Resident Site Staff. The successful applicant will be working under the directions and management of the Employer's Engineering consultant Arup Group. Arup is a well established international consultant firm of designers, planners, engineers, and technical specialists offering a broad range of professional services.

The Project

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Details of Vacant Position

The following are the details for the above position:-

Qualification and Experience required

- A degree in Electrical Engineering.
- Corporate Membership of any one or more of the following institutions:-
 - Institution of Electronic and Electrical Engineers (IEE)
 - Institution of Engineers, Australia (IEAust)
 - Institution of Engineers, Malaysia (IEM)
 - Institution of Engineers, Singapore (IES)
 - Hong Kong Institution of Engineers (HKIE)
- At least 15 years of relevant post-qualification experience
- All in Salary range between BND 10,250.00-BND 15,500.00

Roles and Responsibility

- Control the supervision of all construction works and equipment installation for E&M systems as well as managing the interface works related to E&M of the Project and the related site administrative matters.
- Monitor and control the work progress of the Contractor and ensure that the overall objectives of the Project are met.
- Compilation of reports, programmes of work, financial forecasts etc, relevant to the Project.
- Ensure that the requirements of the Contract documents are met and the proper administrative procedures are followed.
- Manage and control subordinates to optimise the use of staff resources.
- Attend meetings on matters within sphere of activities.
- Liaise with senior personnel from the Engineer, the various construction contracts, Government departments, utility companies.
- Comment on temporary works designs and other submissions presented by the Contractor for approval.
- Make recommendations to the Engineer and PRE on the subject of contractual matters including contractors' claims, variation order, etc.
- Keep the PRE and the senior personnel of the Engineer fully informed of the progress of the Works, staffing requirements, technical matters etc.
- Assist the PRE in the overall site administration and supervision of the Contract with particular responsibility for the following aspects:-
 - Monitor performance of the RE and staff in order to achieve the satisfactory operation of the contract for which they are responsible.
 - Ensure that standards accepted are applied uniformly throughout and to coordinate progress and interface problems.
 - Establish direct liaison with the relevant staff of the Engineer, and other Government Departments or outside authorities.
- Manage interface work related to the E&M Works.
- Carry out any other duties as may be assigned to him from time to time by the PRE.

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Senior Resident Engineer – Electrical
(SRE-E)

Terms of Appointment

- a) Period of Appointment
 - The appointment is for a period of approximately **24 months** based on the following terms and conditions.
- b) Salary
 - The salary will be an ALL-IN monthly salary. The employee will have to manage his or her expenses in terms of housing, travel for him / her and his / her family, schooling for children, medical, transport and living expenditures etc.
- c) Increments
 - There shall be no increment during the period of appointment.
- d) Overtime
 - No overtime payments will be made to any site staff. Compensation for any additional hours will be in lieu of "time-off". This leave must be taken annually and no payment in lieu of leave will be entertained.
- e) Bonus / Gratuity
 - The all in salary package is inclusive of bonus and gratuity. There will not be any further payment for these items.
- f) Contribution to Supplemental Contributory Pensions (SCP) / Employees Trust Fund (TAP)
 - There will be no contributions to either SCP or TAP except for citizens or permanent residents of Brunei Darussalam in which case it shall be in accordance with the local regulations in Brunei Darussalam.
- g) Annual Leave
 - Entitlement to annual leave is on completion of a full year of service. There will be no pro-rata leave granted for service less than a full year.
The annual leave earned per year is 18 days.
- h) Housing
 - No housing will be provided. The employee will have to make his/her own arrangement for housing. However reasonable assistance will be provided if requested for identifying suitable housing.
- i) Transport
 - No vehicles will be provided for private use. Employee has to make his/her own arrangements.
- j) Medical
 - Medical treatment can be obtained from the Government General Hospital. Medical treatment from private clinics will be under the employees own account.
- k) Air Flights
 - There will be no flights entitlement for the employee or his/her family.
- l) Resignation / Termination
 - Resignation by the employee or Termination by the Employer will require a **notice of 3 months**. If a party cannot fulfil this condition then that party will have to pay the other party 3 months' salary in lieu of notice.
- m) Working Hours
 - The working hours a day is 8.00hours.
 - The working days a week is 5.5 days
 - All public holidays will be in accordance to the public holidays of Brunei Darussalam

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Senior Resident Engineer – Electrical
(SRE-E)

Conditions of Employment

a) Health

- The offer of employment is subject to the prospective employee obtaining a medical certificate from the Brunei Government Hospital or from a medical institution recognised by the Government of Brunei.

b) Laws

- The employee has to abide by the laws of Brunei Darussalam. Breaking the laws will be ground for termination. Any legal disputes between the employer and the employee can only be settled based on the laws of Brunei in the Courts of Brunei.

c) Confidentiality

- All information, documents and plans pertaining to the project is deemed confidential and must not be divulged to a third party unless authorised by the employer. Failure to do so may be grounds for termination.

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Resident Engineer – Electrical (RE-E)

The Government of Brunei Darussalam is inviting applications from candidates who can fulfil the qualification and experience criteria for the above project Resident Site Staff (RSS) position. Applications are open to citizens or permanent residents of Brunei Darussalam and individuals from foreign nationalities.

Successful applicant will be employed by the Government of Brunei Darussalam through their Public Works Department, Ministry of Development as Resident Site Staff. The successful applicant will be working under the directions and management of the Employer's Engineering consultant Arup Group. Arup is a well established international consultant firm of designers, planners, engineers, and technical specialists offering a broad range of professional services.

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Details of Vacant Position

The following are the details for the above position:-

Qualification and Experience required

- A degree in Electrical Engineering.
- Corporate Membership of any one or more of the following institutions:-
 - Institution of Electronic and Electrical Engineers (IEE)
 - Institution of Engineers, Australia (IEAust)
 - Institution of Engineers, Malaysia (IEM)
 - Institution of Engineers, Singapore (IES)
 - Hong Kong Institution of Engineers (HKIE)
- At least 10 years of relevant post-qualification experience
- All in Salary range between BND 8,500.00-BND 12,000.00

Roles and Responsibility

- To ensure that the electrical works and equipment installation are carried out in accordance with the requirements of the Contracts.
- To monitor the progress of the site installation, testing and commissioning work as well as managing the interface works related to electrical and mechanical works.
- To maintain a site staff team to adequately supervise the installation, testing and commissioning work.
- Prepare monthly progress reports, financial forecasts, making recommendations on the subject of contractual matters including contractors' claims and advise when there is possible delay in equipment delivery
- Comment on contractor's design and proposal when the Contractor is responsible for the design and any contractor's proposals for modifications to the permanent works.
- Attend meetings on matters affecting the equipment installation such as interface issue.
- Preparation of site drawings, and documents for the works.
- Monitor progress of the work to see whether reasonable progress is being achieved and to ensure the work will be completed within the contract period.
- Resolve problems encountered on site due to construction tolerance, wrong location of opening and missing penetrations, obstruction due to other existing utility etc.
- Ensure the work is constructed according to the Employer's Requirements, including ensuring all the materials used are in strict compliance with the Specification and relevant Standards.
- Gather information and make recommendations to the SRE as to whether or not the contractor is entitled to EOT.
- Co-ordinate with the Engineer's QS team to monitor expenditures and look after the financial side of contract administration.

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Resident Engineer – Electrical (RE-E)

Roles and Responsibility (Cont'd)

- Review Operation and Maintenance Manual and drawings submitted by the Contractor for the contract.
- Implement control on the Contractor's work as well as his specialist subcontractor's work.
- Supervise contract works including guidance to the contractor on programming, quality control, liaison with utility companies in connection with existing services, checking of quantities, and control of expenditure, assisting in certifying contract payments and commenting on drafts reports submitted by the Contractor.
- Supervise and witness testing and commissioning.
- Provide duty planning and administration of his subordinates.
- Deal with any other duties as may be assigned to him from time to time by the SRE

Terms of Appointment

- a) Period of Appointment
 - The appointment is for a period of approximately **24 months** based on the following terms and conditions.
- b) Salary
 - The salary will be an ALL-IN monthly salary. The employee will have to manage his or her expenses in terms of housing, travel for him / her and his / her family, schooling for children, medical, transport and living expenditures etc.
- c) Increments
 - There shall be no increment during the period of appointment.
- d) Overtime
 - No overtime payments will be made to any site staff. Compensation for any additional hours will be in lieu of "time-off". This leave must be taken annually and no payment in lieu of leave will be entertained.
- e) Bonus / Gratuity
 - The all in salary package is inclusive of bonus and gratuity. There will not be any further payment for these items.
- f) Contribution to Supplemental Contributory Pensions (SCP) / Employees Trust Fund (TAP)
 - There will be no contributions to either SCP or TAP except for citizens or permanent residents of Brunei Darussalam in which case it shall be in accordance with the local regulations in Brunei Darussalam.
- g) Annual Leave
 - Entitlement to annual leave is on completion of a full year of service. There will be no pro-rata leave granted for service less than a full year.
The annual leave earned per year is 18 days.
- h) Housing
 - No housing will be provided. The employee will have to make his/her own arrangement for housing. However reasonable assistance will be provided if requested for identifying suitable housing.
- i) Transport
 - No vehicles will be provided for private use. Employee has to make his/her own arrangements.
- j) Medical
 - Medical treatment can be obtained from the Government General Hospital. Medical treatment from private clinics will be under the employees own account.

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Resident Engineer – Electrical
(RE-E)

Terms of Appointment (Cont'd)

- k) Air Flights
- There will be no flights entitlement for the employee or his/her family.
- l) Resignation / Termination
- Resignation by the employee or Termination by the Employer will require a **notice of 3 months**. If a party cannot fulfil this condition then that party will have to pay the other party 3 months' salary in lieu of notice.
- m) Working Hours
- The working hours a day is 8.00hours.
 - The working days a week is 5.5 days
 - All public holidays will be in accordance to the public holidays of Brunei Darussalam

Conditions of Employment

- a) Health
- The offer of employment is subject to the prospective employee obtaining a medical certificate from the Brunei Government Hospital or from a medical institution recognised by the Government of Brunei.
- b) Laws
- The employee has to abide by the laws of Brunei Darussalam. Breaking the laws will be ground for termination. Any legal disputes between the employer and the employee can only be settled based on the laws of Brunei in the Courts of Brunei.
- c) Confidentiality
- All information, documents and plans pertaining to the project is deemed confidential and must not be divulged to a third party unless authorised by the employer. Failure to do so may be grounds for termination.

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project) Position: Assistant Resident Engineer – Structures/Geotechnical (ARE-STR/GEO)

The Government of Brunei Darussalam is inviting applications from candidates who can fulfil the qualification and experience criteria for the above project Resident Site Staff (RSS) position. Applications are open to citizens or permanent residents of Brunei Darussalam and individuals from foreign nationalities.

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The Project

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Details of Vacant Position

The following are the details for the above position:-

Qualification and Experience required

- A Degree in Engineering (civil) from a university recognized by the Government of Brunei Darussalam
- Preferable at least 6 years working experience in construction supervision
- All in salary range BND 4,000.00-BND 7,200.00

Roles and Responsibility

- Responsible for the general day-to-day recording of work carried on site
- Site discussion with the Contractor's site staff of site problems
- Review and discuss with RE on method statements and contractor's proposals
- Prepare site instructions and variation orders for onward submission to RE, SRE and CRE
- Maintain liaison with third parties and keep record of matters discussed
- Prepare daily reports on progress of works and safety
- Check contractor's submission and discuss with the RE for comments
- Co-ordinate with various government departments and utility companies on site matters
- Oversee the construction works and keep detailed site records of plant used and labour employed
- Prepare meeting minutes
- Carry out other duties as may be assigned to him from time to time by the RE

Terms of Appointment

- Period of Appointment
 - The appointment is for a period of approximately **18 to 24 months** based on the following terms and conditions.
- Salary
 - The salary will be an ALL-IN monthly salary. The employee will have to manage his or her expenses in terms of housing, travel for him / her and his / her family, schooling for children, medical, transport and living expenditures etc.
- Increments
 - There shall be no increment during the period of appointment.
- Overtime
 - No overtime payments will be made to any site staff. Compensation for any additional hours will be in lieu of "time-off". This leave must be taken annually and no payment in lieu of leave will be entertained.

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Assistant Resident Engineer – Structures/Geotechnical
(ARE-STR/GEO)

Terms of Appointment (Cont'd)

- e) Bonus / Gratuity
- The all in salary package is inclusive of bonus and gratuity. There will not be any further payment for these items.
- f) Contribution to Supplemental Contributory Pensions (SCP) / Employees Trust Fund (TAP)
- There will be no contributions to either SCP or TAP except for citizens or permanent residents of Brunei Darussalam in which case it shall be in accordance with the local regulations in Brunei Darussalam.
- g) Annual Leave
- Entitlement to annual leave is on completion of a full year of service. There will be no pro-rata leave granted for service less than a full year. The annual leave earned per year is 18 days.
- h) Housing
- No housing will be provided. The employee will have to make his/her own arrangement for housing. However reasonable assistance will be provided if requested for identifying suitable housing.
- i) Transport
- No vehicles will be provided for private use. Employee has to make his/her own arrangements.
- j) Medical
- Medical treatment can be obtained from the Government General Hospital. Medical treatment from private clinics will be under the employees own account.
- k) Air Flights
- There will be no flights entitlement for the employee or his/her family.
- l) Resignation / Termination
- Resignation by the employee or Termination by the Employer will require a **notice of 3 months**. If a party cannot fulfil this condition then that party will have to pay the other party 3 months' salary in lieu of notice.
- m) Working Hours
- The working hours a day is 8.00hours.
 - The working days a week is 5.5 days
 - All public holidays will be in accordance to the public holidays of Brunei Darussalam

Conditions of Employment

- a) Health
- The offer of employment is subject to the prospective employee obtaining a medical certificate from the Brunei Government Hospital or from a medical institution recognised by the Government of Brunei.
- b) Laws
- The employee has to abide by the laws of Brunei Darussalam. Breaking the laws will be ground for termination. Any legal disputes between the employer and the employee can only be settled based on the laws of Brunei in the Courts of Brunei.
- c) Confidentiality
- All information, documents and plans pertaining to the project is deemed confidential and must not be divulged to a third party unless authorised by the employer. Failure to do so may be grounds for termination.

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Assistant Resident Engineer – Electrical (ARE-E)

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Details of Vacant Position

The following are the details for the above position:-

Qualification and Experience required

- A degree in Electrical Engineering
- At least 6 years of relevant post-qualification experience
- All in Salary range between BND 4,000.00-BND 7,200.00

Roles and Responsibility

- Responsible for the general day-to-day recording of work carried on site.
- Site discussion with the Contractor's site staff of site problems.
- Review and discuss with RE on method statements and contractor's proposals.
- Prepare site instructions and variation orders for onward submission to RE, SRE and CRE.
- Maintain liaison with third parties and keep record of matters discussed.
- Prepare daily reports on progress of works and safety.
- Check contractor's submission and discuss with the RE for comments.
- Co-ordinate with various government departments and utility companies on site matters.
- Oversee the construction works and keep detailed site records of plant used and labour employed.
- Prepare meeting minutes.
- Carry out other duties as may be assigned to him from time to time by the RE.

Terms of Appointment

- Period of Appointment
 - The appointment is for a period of approximately **24 months** based on the following terms and conditions.
- Salary
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- Increments
 - There shall be no increment during the period of appointment.
- Overtime
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RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Assistant Resident Engineer – Electrical (ARE-E)

Terms of Appointment (Cont'd)

- e) Bonus / Gratuity
- The all in salary package is inclusive of bonus and gratuity. There will not be any further payment for these items.
- f) Contribution to Supplemental Contributory Pensions (SCP) / Employees Trust Fund (TAP)
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- g) Annual Leave
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- k) Air Flights
- There will be no flights entitlement for the employee or his/her family.
- l) Resignation / Termination
- Resignation by the employee or Termination by the Employer will require a **notice of 3 months**. If a party cannot fulfil this condition then that party will have to pay the other party 3 months' salary in lieu of notice.
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Conditions of Employment

- a) Health
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RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Resident Senior Inspector of Works – Structures/Geotechnical (RSIOW-STR/GEO)

The Government of Brunei Darussalam is inviting applications from candidates who can fulfil the qualification and experience criteria for the above project Resident Site Staff (RSS) position. Applications are open to citizens or permanent residents of Brunei Darussalam and individuals from foreign nationalities.

Successful applicant will be employed by the Government of Brunei Darussalam through their Public Works Department, Ministry of Development as Resident Site Staff. The successful applicant will be working under the directions and management of the Employer's Engineering consultant Arup Group. Arup is a well established international consultant firm of designers, planners, engineers, and technical specialists offering a broad range of professional services.

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Details of Vacant Position

The following are the details for the above position:-

Qualification and Experience required

- Diploma or Higher Certificate from a Technical College or equivalent in civil engineering
- At least 5 years of relevant post qualification experience as IOW and 5 years as SLOW in similar projects
- All in salary range BND 2,300-BND 5,500.00

Roles and Responsibility

- Control and direct IOW and supervise the Contractor's activities
- Check that the Contractor follows the agreed works programme
- Ensure that the Works are carried out according to the Employer's Requirements and drawings by identifying faulty materials, workmanship etc.
- Report to professional staff on site problems, progress, quality of workmanship, etc.
- Checking site measurements
- Guide works supervisors in the preparation of site measurements and checking site measurements
- Ensure proper contract management and that site measurement, diary and other records are kept up to date
- Submit monthly progress report or any other return as required by the RE or ARE
- Check and verify bills submitted by the Contractor
- Check observation of safety precautions for works to be carried out
- Ensure consistency in supervision and measurement standard across the site
- Be responsible for overtime and the time-off records of all his subordinates
- Liaise with the appropriate superior in posting site staff to various contracts
- Deal with general site supervision and outdoor staff management
- Offer comments on method statement and material submissions
- Prepare the progress reports and site records
- Carry out on job training to his subordinates
- Attend the Site Safety and Environmental Management Committee meetings, and weekly safety walk and weekly environmental walk
- Deal with any other duties as may be assigned from time to time by his superiors

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Resident Senior Inspector of Works – Structures/Geotechnical (RSIOW-STR/GEO)

Terms of Appointment

- a) Period of Appointment
 - The appointment is for a period of approximately **18 to 24 months** based on the following terms and conditions.
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 - The salary will be an ALL-IN monthly salary. The employee will have to manage his or her expenses in terms of housing, travel for him / her and his / her family, schooling for children, medical, transport and living expenditures etc.
- c) Increments
 - There shall be no increment during the period of appointment.
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- f) Contribution to Supplemental Contributory Pensions (SCP) / Employees Trust Fund (TAP)
 - There will be no contributions to either SCP or TAP except for citizens or permanent residents of Brunei Darussalam in which case it shall be in accordance with the local regulations in Brunei Darussalam.
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 - Entitlement to annual leave is on completion of a full year of service. There will be no pro-rata leave granted for service less than a full year.
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- j) Medical
 - Medical treatment can be obtained from the Government General Hospital. Medical treatment from private clinics will be under the employees own account.
- k) Air Flights
 - There will be no flights entitlement for the employee or his/her family.
- l) Resignation / Termination
 - Resignation by the employee or Termination by the Employer will require a **notice of 3 months**. If a party cannot fulfil this condition then that party will have to pay the other party 3 months' salary in lieu of notice.
- m) Working Hours
 - The working hours a day is 8.00hours.
 - The working days a week is 5.5 days
 - All public holidays will be in accordance to the public holidays of Brunei Darussalam



RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Resident Senior Inspector of Works – Structures/Geotechnical
(RSIOW-STR/GEO)

Conditions of Employment

a) Health

- The offer of employment is subject to the prospective employee obtaining a medical certificate from the Brunei Government Hospital or from a medical institution recognised by the Government of Brunei.

b) Laws

- The employee has to abide by the laws of Brunei Darussalam. Breaking the laws will be ground for termination. Any legal disputes between the employer and the employee can only be settled based on the laws of Brunei in the Courts of Brunei.

c) Confidentiality

- All information, documents and plans pertaining to the project is deemed confidential and must not be divulged to a third party unless authorised by the employer. Failure to do so may be grounds for termination.

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Resident Senior Inspector of Works – Electrical (RSIOW-E)

The Government of Brunei Darussalam is inviting applications from candidates who can fulfil the qualification and experience criteria for the above project Resident Site Staff (RSS) position. Applications are open to citizens or permanent residents of Brunei Darussalam and individuals from foreign nationalities.

Successful applicant will be employed by the Government of Brunei Darussalam through their Public Works Department, Ministry of Development as Resident Site Staff. The successful applicant will be working under the directions and management of the Employer's Engineering consultant Arup Group. Arup is a well established international consultant firm of designers, planners, engineers, and technical specialists offering a broad range of professional services.

The Project

The Temburong Bridge links Brunei-Muara District to Temburong District across Brunei Bay. The project comprises bridge structures, grade-separated interchange, cable-stayed bridges, pre-stressed concrete box-girder for marine and land viaducts etc. The project will be implemented under a series of construction contract packages.

Details of Vacant Position

The following are the details for the above position:-

Qualification and Experience required

- Diploma or Higher Certificate from a Technical College or equivalent in Electrical Engineering
- At least 5 years of relevant post-qualification experience as IOW and 5 years as SLOW in similar projects
- All in Salary range between BND 2,300.00-BND 5,500.00

Roles and Responsibility

- Responsible for the general supervision of work done by the Contractor and check whether it complies with the Employer's Requirements, drawings and approved method statement
- Maintain contemporary site records
- Arrange and monitor method tests
- Liaise with public on site
- Check site diary
- Supervise and check works comply with contract documents
- Inspect all works on site as regards to safety to workmen
- Check work carried out complies with the local electrical regulations
- Deal with any other duties as may be assigned from time to time by superiors

Terms of Appointment

- Period of Appointment
 - The appointment is for a period of approximately **24 months** based on the following terms and conditions.
- Salary
 - The salary will be an ALL-IN monthly salary. The employee will have to manage his or her expenses in terms of housing, travel for him / her and his / her family, schooling for children, medical, transport and living expenditures etc.
- Increments
 - There shall be no increment during the period of appointment.
- Overtime
 - No overtime payments will be made to any site staff. Compensation for any additional hours will be in lieu of "time-off". This leave must be taken annually and no payment in lieu of leave will be entertained.

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Resident Senior Inspector of Works – Electrical
(RSIOW-E)

Terms of Appointment (Cont'd)

- e) Bonus / Gratuity
- The all in salary package is inclusive of bonus and gratuity. There will not be any further payment for these items.
- f) Contribution to Supplemental Contributory Pensions (SCP) / Employees Trust Fund (TAP)
- There will be no contributions to either SCP or TAP except for citizens or permanent residents of Brunei Darussalam in which case it shall be in accordance with the local regulations in Brunei Darussalam.
- g) Annual Leave
- Entitlement to annual leave is on completion of a full year of service. There will be no pro-rata leave granted for service less than a full year. The annual leave earned per year is 18 days.
- h) Housing
- No housing will be provided. The employee will have to make his/her own arrangement for housing. However reasonable assistance will be provided if requested for identifying suitable housing.
- i) Transport
- No vehicles will be provided for private use. Employee has to make his/her own arrangements.
- j) Medical
- Medical treatment can be obtained from the Government General Hospital. Medical treatment from private clinics will be under the employees own account.
- k) Air Flights
- There will be no flights entitlement for the employee or his/her family.
- l) Resignation / Termination
- Resignation by the employee or Termination by the Employer will require a **notice of 3 months**. If a party cannot fulfil this condition then that party will have to pay the other party 3 months' salary in lieu of notice.
- m) Working Hours
- The working hours a day is 8.00hours.
 - The working days a week is 5.5 days
 - All public holidays will be in accordance to the public holidays of Brunei Darussalam

Conditions of Employment

- a) Health
- The offer of employment is subject to the prospective employee obtaining a medical certificate from the Brunei Government Hospital or from a medical institution recognised by the Government of Brunei.
- b) Laws
- The employee has to abide by the laws of Brunei Darussalam. Breaking the laws will be ground for termination. Any legal disputes between the employer and the employee can only be settled based on the laws of Brunei in the Courts of Brunei.
- c) Confidentiality
- All information, documents and plans pertaining to the project is deemed confidential and must not be divulged to a third party unless authorised by the employer. Failure to do so may be grounds for termination.

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project) Position: Resident Inspector of Works – Structures/Geotechnical (RIOW-STR/GEO)

The Government of Brunei Darussalam is inviting applications from candidates who can fulfil the qualification and experience criteria for the above project Resident Site Staff (RSS) position. Applications are open to citizens or permanent residents of Brunei Darussalam and individuals from foreign nationalities.

Successful applicant will be employed by the Government of Brunei Darussalam through their Public Works Department, Ministry of Development as Resident Site Staff. The successful applicant will be working under the directions and management of the Employer's Engineering consultant Arup Group. Arup is a well established international consultant firm of designers, planners, engineers, and technical specialists offering a broad range of professional services.

The Project

The Temburong Bridge links Brunei-Muara District to Temburong District across Brunei Bay. The project comprises bridge structures, grade-separated interchange, cable-stayed bridges, pre-stressed concrete box-girder for marine and land viaducts etc. The project will be implemented under a series of construction contract packages.

Details of Vacant Position

The following are the details for the above position:-

Qualification and Experience required

- Diploma or Higher Certificate from a Technical College or equivalent in civil engineering
- At least 5 years of relevant post qualification experience as IOW in similar projects
- All in salary range BND 2,300.00 - BND 4,000.00

Roles and Responsibility

- Be responsible for the general supervision of work done by the Contractor and check whether it complies with the Employer's Requirements, drawings and approved method statement
- Maintain contemporary site records
- Arrange and monitor method tests
- Liaise with public on site
- Check site diary
- Supervise and check construction works complying with contract documents
- Inspect all works on site as regards safety to workmen
- Supervise and train junior staff
- Complete all site records
- Deal with any other duties as maybe assigned from time to time by the RSIOW

Terms of Appointment

- Period of Appointment
 - The appointment is for a period of approximately **18 to 24 months** based on the following terms and conditions.
- Salary
 - The salary will be an ALL-IN monthly salary. The employee will have to manage his or her expenses in terms of housing, travel for him / her and his / her family, schooling for children, medical, transport and living expenditures etc.
- Increments
 - There shall be no increment during the period of appointment.
- Overtime
 - No overtime payments will be made to any site staff. Compensation for any additional hours will be in lieu of "time-off". This leave must be taken annually and no payment in lieu of leave will be entertained.

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Resident Inspector of Works – Structures/Geotechnical (RIOW-STR/GEO)

Terms of Appointment (Cont'd)

- e) Bonus / Gratuity
- The all in salary package is inclusive of bonus and gratuity. There will not be any further payment for these items.
- f) Contribution to Supplemental Contributory Pensions (SCP) / Employees Trust Fund (TAP)
- There will be no contributions to either SCP or TAP except for citizens or permanent residents of Brunei Darussalam in which case it shall be in accordance with the local regulations in Brunei Darussalam.
- g) Annual Leave
- Entitlement to annual leave is on completion of a full year of service. There will be no pro-rata leave granted for service less than a full year. The annual leave earned per year is 18 days.
- h) Housing
- No housing will be provided. The employee will have to make his/her own arrangement for housing. However reasonable assistance will be provided if requested for identifying suitable housing.
- i) Transport
- No vehicles will be provided for private use. Employee has to make his/her own arrangements.
- j) Medical
- Medical treatment can be obtained from the Government General Hospital. Medical treatment from private clinics will be under the employees own account.
- k) Air Flights
- There will be no flights entitlement for the employee or his/her family.
- l) Resignation / Termination
- Resignation by the employee or Termination by the Employer will require a **notice of 3 months**. If a party cannot fulfil this condition then that party will have to pay the other party 3 months' salary in lieu of notice.
- m) Working Hours
- The working hours a day is 8.00hours.
 - The working days a week is 5.5 days
 - All public holidays will be in accordance to the public holidays of Brunei Darussalam

Conditions of Employment

- a) Health
- The offer of employment is subject to the prospective employee obtaining a medical certificate from the Brunei Government Hospital or from a medical institution recognised by the Government of Brunei.
- b) Laws
- The employee has to abide by the laws of Brunei Darussalam. Breaking the laws will be ground for termination. Any legal disputes between the employer and the employee can only be settled based on the laws of Brunei in the Courts of Brunei.
- c) Confidentiality
- All information, documents and plans pertaining to the project is deemed confidential and must not be divulged to a third party unless authorised by the employer. Failure to do so may be grounds for termination.

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Resident Inspector of Works – Electrical (RIOW-E)

The Government of Brunei Darussalam is inviting applications from candidates who can fulfil the qualification and experience criteria for the above project Resident Site Staff (RSS) position. Applications are open to citizens or permanent residents of Brunei Darussalam and individuals from foreign nationalities.

Successful applicant will be employed by the Government of Brunei Darussalam through their Public Works Department, Ministry of Development as Resident Site Staff. The successful applicant will be working under the directions and management of the Employer's Engineering consultant Arup Group. Arup is a well established international consultant firm of designers, planners, engineers, and technical specialists offering a broad range of professional services.

The Project

The Temburong Bridge links Brunei-Muara District to Temburong District across Brunei Bay. The project comprises bridge structures, grade-separated interchange, cable-stayed bridges, pre-stressed concrete box-girder for marine and land viaducts etc. The project will be implemented under a series of construction contract packages.

Details of Vacant Position

The following are the details for the above position:-

Qualification and Experience required

- Diploma or Higher Certificate from a Technical College or equivalent in Electrical Engineering
- At least 5 years of relevant post-qualification experience as IOW in similar projects
- All in Salary range between BND 2,300.00-BND 4,000.00

Roles and Responsibility

- Responsible for the general supervision of work done by the Contractor and check whether it complies with the Employer's Requirements, drawings and approved method statement
- Maintain contemporary site records
- Arrange and monitor method tests
- Liaise with public on site
- Check site diary
- Supervise and check works comply with contract documents
- Inspect all works on site as regards to safety to workmen
- Check work carried out complies with the local electrical regulations
- Deal with any other duties as may be assigned from time to time by the RSIOW

Terms of Appointment

- Period of Appointment
 - The appointment is for a period of approximately **24 months** based on the following terms and conditions.
- Salary
 - The salary will be an ALL-IN monthly salary. The employee will have to manage his or her expenses in terms of housing, travel for him / her and his / her family, schooling for children, medical, transport and living expenditures etc.
- Increments
 - There shall be no increment during the period of appointment.
- Overtime
 - No overtime payments will be made to any site staff. Compensation for any additional hours will be in lieu of "time-off". This leave must be taken annually and no payment in lieu of leave will be entertained.

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Resident Inspector of Works – Electrical (RIOW-E)

Terms of Appointment (Cont'd)

- e) Bonus / Gratuity
- The all in salary package is inclusive of bonus and gratuity. There will not be any further payment for these items.
- f) Contribution to Supplemental Contributory Pensions (SCP) / Employees Trust Fund (TAP)
- There will be no contributions to either SCP or TAP except for citizens or permanent residents of Brunei Darussalam in which case it shall be in accordance with the local regulations in Brunei Darussalam.
- g) Annual Leave
- Entitlement to annual leave is on completion of a full year of service. There will be no pro-rata leave granted for service less than a full year. The annual leave earned per year is 18 days.
- h) Housing
- No housing will be provided. The employee will have to make his/her own arrangement for housing. However reasonable assistance will be provided if requested for identifying suitable housing.
- i) Transport
- No vehicles will be provided for private use. Employee has to make his/her own arrangements.
- j) Medical
- Medical treatment can be obtained from the Government General Hospital. Medical treatment from private clinics will be under the employees own account.
- k) Air Flights
- There will be no flights entitlement for the employee or his/her family.
- l) Resignation / Termination
- Resignation by the employee or Termination by the Employer will require a **notice of 3 months**. If a party cannot fulfil this condition then that party will have to pay the other party 3 months' salary in lieu of notice.
- m) Working Hours
- The working hours a day is 8.00hours.
 - The working days a week is 5.5 days
 - All public holidays will be in accordance to the public holidays of Brunei Darussalam

Conditions of Employment

- a) Health
- The offer of employment is subject to the prospective employee obtaining a medical certificate from the Brunei Government Hospital or from a medical institution recognised by the Government of Brunei.
- b) Laws
- The employee has to abide by the laws of Brunei Darussalam. Breaking the laws will be ground for termination. Any legal disputes between the employer and the employee can only be settled based on the laws of Brunei in the Courts of Brunei.
- c) Confidentiality
- All information, documents and plans pertaining to the project is deemed confidential and must not be divulged to a third party unless authorised by the employer. Failure to do so may be grounds for termination.

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Resident Technical Officer - Drafting (RTO-DRAFT)

The Government of Brunei Darussalam is inviting applications from candidates who can fulfil the qualification and experience criteria for the above project Resident Site Staff (RSS) position. Applications are open to citizens or permanent residents of Brunei Darussalam and individuals from foreign nationalities.

Successful applicant will be employed by the Government of Brunei Darussalam through their Public Works Department, Ministry of Development as Resident Site Staff. The successful applicant will be working under the directions and management of the Employer's Engineering consultant Arup Group. Arup is a well established international consultant firm of designers, planners, engineers, and technical specialists offering a broad range of professional services.

The Project

The Temburong Bridge links Brunei-Muara District to Temburong District across Brunei Bay. The project comprises bridge structures, grade-separated interchange, cable-stayed bridges, pre-stressed concrete box-girder for marine and land viaducts etc. The project will be implemented under a series of construction contract packages.

Details of Vacant Position

The following are the details for the above position:-

Qualification and Experience required

- A diploma or certificate in Engineering drafting from a technical institution
- At least 5 years of drafting experience using Auto-Cad and Micro-Station software
- All in salary range BND 1,500.00-BND 2,300.00

Roles and Responsibility

- Provide general assistance to professional staff in all technical aspects of engineering work. Prepare drawings, charts and schedules and to maintain engineering records
- Calculate, design and detailing minor works
- Check designs against approved standards
- Maintain records and details of filing systems and operating manuals of drawings and charts
- Check and coordinate site designer for amendments of drawings
- Carry out plotting related to engineering surveys
- Produce record drawings
- Carry out site visits and prepare field sketches
- Prepare programme charts, works progress schedules and plans
- Prepare minor specifications and estimates
- Prepare draft drawings from Engineer's free hand sketches of project layout involving multiple disciplines, or emphasis of aesthetics, etc.
- Comment on and prepare sketch plans for enquiries in connection with road widening/improvement schemes, future road levels etc.
- Provide technical service to professional officers
- Forecast of materials normal for a technical Drawing Office
- Plan/organise work and Drawing Office practice
- Cooperate and contact with resident professional or assistant professional and with technical officers in the client departments as necessary
- Deal with any other duties as may be assigned from time to time by his respective Superior

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Resident Technical Officer - Drafting (RTO-DRAFT)

Terms of Appointment

- a) Period of Appointment
 - The appointment is for a period of approximately **24 months** based on the following terms and conditions.
- b) Salary
 - The salary will be an ALL-IN monthly salary. The employee will have to manage his or her expenses in terms of housing, travel for him / her and his / her family, schooling for children, medical, transport and living expenditures etc.
- c) Increments
 - There shall be no increment during the period of appointment.
- d) Overtime
 - No overtime payments will be made to any site staff. Compensation for any additional hours will be in lieu of "time-off". This leave must be taken annually and no payment in lieu of leave will be entertained.
- e) Bonus / Gratuity
 - The all in salary package is inclusive of bonus and gratuity. There will not be any further payment for these items.
- f) Contribution to Supplemental Contributory Pensions (SCP) / Employees Trust Fund (TAP)
 - There will be no contributions to either SCP or TAP except for citizens or permanent residents of Brunei Darussalam in which case it shall be in accordance with the local regulations in Brunei Darussalam.
- g) Annual Leave
 - Entitlement to annual leave is on completion of a full year of service. There will be no pro-rata leave granted for service less than a full year.
The annual leave earned per year is 18 days.
- h) Housing
 - No housing will be provided. The employee will have to make his/her own arrangement for housing. However reasonable assistance will be provided if requested for identifying suitable housing.
- i) Transport
 - No vehicles will be provided for private use. Employee has to make his/her own arrangements.
- j) Medical
 - Medical treatment can be obtained from the Government General Hospital. Medical treatment from private clinics will be under the employees own account.
- k) Air Flights
 - There will be no flights entitlement for the employee or his/her family.
- l) Resignation / Termination
 - Resignation by the employee or Termination by the Employer will require a **notice of 3 months**. If a party cannot fulfil this condition then that party will have to pay the other party 3 months' salary in lieu of notice.
- m) Working Hours
 - The working hours a day is 8.00hours.
 - The working days a week is 5.5 days
 - All public holidays will be in accordance to the public holidays of Brunei Darussalam

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Resident Technical Officer - Drafting
(RTO-DRAFT)

Conditions of Employment

a) Health

- The offer of employment is subject to the prospective employee obtaining a medical certificate from the Brunei Government Hospital or from a medical institution recognised by the Government of Brunei.

b) Laws

- The employee has to abide by the laws of Brunei Darussalam. Breaking the laws will be ground for termination. Any legal disputes between the employer and the employee can only be settled based on the laws of Brunei in the Courts of Brunei.

c) Confidentiality

- All information, documents and plans pertaining to the project is deemed confidential and must not be divulged to a third party unless authorised by the employer. Failure to do so may be grounds for termination.

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Resident Personal Secretary (RSEC)

The Government of Brunei Darussalam is inviting applications from candidates who can fulfil the qualification and experience criteria for the above project Resident Site Staff (RSS) position. Applications are open to citizens or permanent residents of Brunei Darussalam and individuals from foreign nationalities.

Successful applicant will be employed by the Government of Brunei Darussalam through their Public Works Department, Ministry of Development as Resident Site Staff. The successful applicant will be working under the directions and management of the Employer's Engineering consultant Arup Group. Arup is a well established international consultant firm of designers, planners, engineers, and technical specialists offering a broad range of professional services.

The Project

The Temburong Bridge links Brunei-Muara District to Temburong District across Brunei Bay. The project comprises bridge structures, grade-separated interchange, cable-stayed bridges, pre-stressed concrete box-girder for marine and land viaducts etc. The project will be implemented under a series of construction contract packages.

Details of Vacant Position

The following are the details for the above position:-

Qualification and Experience required

- 5 passes in "O" level including English Language , Malay Language and Mathematics at grade E or equivalent
- Competent with Microsoft Office
- At least 5 years relevant experience
- All in Salary range between BND 1,600.00-BND 2,000.00

Roles and Responsibility

- Update meeting records for senior staff members and organise the meeting schedule
- All clerical and documentation work
- Handle confidential files and correspondence as directed by PRE/CRE
- Immediately respond to all incoming telecommunications and assist PRE/CRE to contact other person
- Answer queries from colleagues on the availability of PRE/CRE for attendance of meetings or any other issues
- Give reminder to PRE/CRE on the arranged schedule for meetings, submission programme or regular proforma/survey for the Contract and etc.
- Deal with any other duties as may be assigned to her from time to time by the PRE/CRE

Terms of Appointment

- Period of Appointment
 - The appointment is for a period of approximately **24 months** based on the following terms and conditions.
- Salary
 - The salary will be an ALL-IN monthly salary. The employee will have to manage his or her expenses in terms of housing, travel for him / her and his / her family, schooling for children, medical, transport and living expenditures etc.
- Increments
 - There shall be no increment during the period of appointment.
- Overtime
 - No overtime payments will be made to any site staff. Compensation for any additional hours will be in lieu of "time-off". This leave must be taken annually and no payment in lieu of leave will be entertained.

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Resident Personal Secretary (RSEC)

Terms of Appointment (Cont'd)

- e) Bonus / Gratuity
- The all in salary package is inclusive of bonus and gratuity. There will not be any further payment for these items.
- f) Contribution to Supplemental Contributory Pensions (SCP) / Employees Trust Fund (TAP)
- There will be no contributions to either SCP or TAP except for citizens or permanent residents of Brunei Darussalam in which case it shall be in accordance with the local regulations in Brunei Darussalam.
- g) Annual Leave
- Entitlement to annual leave is on completion of a full year of service. There will be no pro-rata leave granted for service less than a full year. The annual leave earned per year is 18 days.
- h) Housing
- No housing will be provided. The employee will have to make his/her own arrangement for housing. However reasonable assistance will be provided if requested for identifying suitable housing.
- i) Transport
- No vehicles will be provided for private use. Employee has to make his/her own arrangements.
- j) Medical
- Medical treatment can be obtained from the Government General Hospital. Medical treatment from private clinics will be under the employees own account.
- k) Air Flights
- There will be no flights entitlement for the employee or his/her family.
- l) Resignation / Termination
- Resignation by the employee or Termination by the Employer will require a **notice of 3 months**. If a party cannot fulfil this condition then that party will have to pay the other party 3 months' salary in lieu of notice.
- m) Working Hours
- The working hours a day is 8.00hours.
 - The working days a week is 5.5 days
 - All public holidays will be in accordance to the public holidays of Brunei Darussalam

Conditions of Employment

- a) Health
- The offer of employment is subject to the prospective employee obtaining a medical certificate from the Brunei Government Hospital or from a medical institution recognised by the Government of Brunei.
- b) Laws
- The employee has to abide by the laws of Brunei Darussalam. Breaking the laws will be ground for termination. Any legal disputes between the employer and the employee can only be settled based on the laws of Brunei in the Courts of Brunei.
- c) Confidentiality
- All information, documents and plans pertaining to the project is deemed confidential and must not be divulged to a third party unless authorised by the employer. Failure to do so may be grounds for termination.

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Resident Clerical Assistant (RCA)

The Government of Brunei Darussalam is inviting applications from candidates who can fulfil the qualification and experience criteria for the above project Resident Site Staff (RSS) position. Applications are open to citizens or permanent residents of Brunei Darussalam and individuals from foreign nationalities.

Successful applicant will be employed by the Government of Brunei Darussalam through their Public Works Department, Ministry of Development as Resident Site Staff. The successful applicant will be working under the directions and management of the Employer's Engineering consultant Arup Group. Arup is a well established international consultant firm of designers, planners, engineers, and technical specialists offering a broad range of professional services.

The Project

The Temburong Bridge links Brunei-Muara District to Temburong District across Brunei Bay. The project comprises bridge structures, grade-separated interchange, cable-stayed bridges, pre-stressed concrete box-girder for marine and land viaducts etc. The project will be implemented under a series of construction contract packages.

Details of Vacant Position

The following are the details for the above position:-

Qualification and Experience required

- 5 passes in "O" level including English Language , Malay Language and Mathematics at grade E or equivalent
- At least 3 years relevant experience in general office administration
- All in Salary range BND 1,200.00-BND 1,600.00

Roles and Responsibility

- Assist in all clerical and documentation work
- Assist in filing and incoming and outgoing correspondence and file circulation
- Respond to incoming telecommunication such as telephone, radio, fax, e-mail and etc.
- Assist in amenity work in the office

Terms of Appointment

a) Period of Appointment

- The appointment is for a period of approximately **24 months** based on the following terms and conditions.

b) Salary

- The salary will be an ALL-IN monthly salary. The employee will have to manage his or her expenses in terms of housing, travel for him / her and his / her family, schooling for children, medical, transport and living expenditures etc.

c) Increments

- There shall be no increment during the period of appointment.

d) Overtime

- No overtime payments will be made to any site staff. Compensation for any additional hours will be in lieu of "time-off". This leave must be taken annually and no payment in lieu of leave will be entertained.

e) Bonus / Gratuity

- The all in salary package is inclusive of bonus and gratuity. There will not be any further payment for these items.

f) Contribution to Supplemental Contributory Pensions (SCP) / Employees Trust Fund (TAP)

- There will be no contributions to either SCP or TAP except for citizens or permanent residents of Brunei Darussalam in which case it shall be in accordance with the local regulations in Brunei Darussalam.

RESIDENT SITE STAFF (RSS) RECRUITMENT DETAILS

Projek Jambatan Temburong (Temburong Bridge Project)

Position: Resident Clerical Assistant
(RCA)

Terms of Appointment (Cont'd)

g) Annual Leave

- Entitlement to annual leave is on completion of a full year of service. There will be no pro-rata leave granted for service less than a full year. The annual leave earned per year is 18 days.

h) Housing

- No housing will be provided. The employee will have to make his/her own arrangement for housing. However reasonable assistance will be provided if requested for identifying suitable housing.

i) Transport

- No vehicles will be provided for private use. Employee has to make his/her own arrangements.

j) Medical

- Medical treatment can be obtained from the Government General Hospital. Medical treatment from private clinics will be under the employees own account.

k) Air Flights

- There will be no flights entitlement for the employee or his/her family.

l) Resignation / Termination

- Resignation by the employee or Termination by the Employer will require a **notice of 3 months**. If a party cannot fulfil this condition then that party will have to pay the other party 3 months' salary in lieu of notice.

m) Working Hours

- The working hours a day is 8.00hours.
- The working days a week is 5.5 days
- All public holidays will be in accordance to the public holidays of Brunei Darussalam

Conditions of Employment

a) Health

- The offer of employment is subject to the prospective employee obtaining a medical certificate from the Brunei Government Hospital or from a medical institution recognised by the Government of Brunei.

b) Laws

- The employee has to abide by the laws of Brunei Darussalam. Breaking the laws will be ground for termination. Any legal disputes between the employer and the employee can only be settled based on the laws of Brunei in the Courts of Brunei.

c) Confidentiality

- All information, documents and plans pertaining to the project is deemed confidential and must not be divulged to a third party unless authorised by the employer. Failure to do so may be grounds for termination.