

TERMS OF REFERENCE (ToR)
Position: Assistant Manager (Field Engineer)

1. Number of Post

02 (Two)

2. Place of Posting

Shillong, with frequent travel to project sites and field locations.

3. Nature of Engagement

Contractual, co-terminus with the project, with performance-based renewal.

4. Reporting Authority

The Assistant Manager (Field Engineer) shall report to the Technical Expert / State Project Management Unit (SPMU), MBDA, and coordinate with district teams, contractors, and field implementation units.

5. Core Purpose of the Position

To support field-level planning, execution, and monitoring of electrical and mechanical systems under renewable energy and infrastructure projects, ensuring efficient implementation, quality control, and adherence to technical and safety standards.

6. Key Roles and Responsibilities

The Assistant Manager (Field Engineer) shall:

- Support planning, execution, and monitoring of field-level engineering works.
- Supervise installation, commissioning, and operation of electrical and mechanical systems.
- Monitor power generation, distribution systems, and grid connectivity components.
- Oversee field implementation of hydro-mechanical systems, including turbines, pumps, and valves.
- Conduct site inspections and technical assessments to ensure quality, safety, and compliance.
- Assist in load estimation, system optimisation, and performance monitoring.
- Support operation and maintenance (O&M) of hydro and electrical systems.
- Coordinate with contractors, vendors, engineers, and stakeholders for smooth project execution.
- Identify technical issues and support troubleshooting and corrective actions.
- Maintain field-level documentation, reports, and records.
- Prepare and submit monthly and quarterly progress reports.
- Ensure adherence to project timelines, safety protocols, and quality standards.

7. Essential Qualification

- Graduate / Post-Graduate in:
 - Electrical Engineering
 - AND
 - Mechanical Engineering

8. Essential Experience

For Electrical Engineering Background:

- Minimum 03 (three) years of experience in:
 - Power generation and distribution
 - Grid connectivity
 - Substation design

For Mechanical Engineering Background:

- Minimum 03 (three) years of experience in:
 - Turbines (Pelton / Francis / Kaplan)
 - Pumps and valves
 - Rotating equipment
 - Operation & Maintenance (O&M) of hydro systems

9. Desired Skills & Competencies

Electrical Engineering:

- Site supervision and field execution
- Installation and commissioning of systems
- Understanding of advanced electrical systems
- Load estimation and system analysis
- Good written and verbal communication skills
- Proficiency in MS Office and basic data analysis

Mechanical Engineering:

- Equipment selection and technical evaluation
- Maintenance planning and execution
- Vendor coordination and management
- Good written and verbal communication skills
- Proficiency in MS Office and basic data analysis

Common Competencies:

- Strong problem-solving and analytical skills
- Ability to work in field-based and multi-stakeholder environments
- Good coordination and teamwork skills

10. Remuneration

Remuneration shall be as per MBDA/ MBMA Policy.

11. Other Conditions

- The role requires frequent field travel across project locations.
- The candidate must demonstrate technical competence, accountability, and adaptability.
- Submission of monthly/quarterly progress reports is mandatory.
- MBDA reserves the right to modify roles and responsibilities based on programme requirements.