Term of Reference

Lajab is a person who directly oversees the workmanship of workforce under his jurisdiction.

His roles include:

a. Daily roll call of the workforces
b. Brief the workforce on daily basis about the activity assigned
c. Distribution of work as per the instruction from superior
d. Go around the work site and inspect the work in progress and report
e. Assess the need to use machinery and tools to complete the task and inform respective division/section
f. Maintain leave record of work force and submit to Labor Officer(LO)
g. Work closely with LO on regular basis
h. Provide assistance to work force in availing administrative and financial services
i. Provide necessary ideas and innovative ways to accomplish the assigned task