

**Name of Position: Project Engineer/Site Engineer****Number of Vacancy: 01****Nature of Job: Fixed Term Contract****Job Location: Anywhere in Bangladesh****Application Deadline: April 08, 2023**

Job Purpose: The primary role of the Project Engineer/Site Engineer is to ensure the construction, maintenance, safety, and security of ongoing projects or work. He/she will have to look after Civil Engineering activities and project requirements and coordinate the related workers and contractors engaged in the construction and maintenance activities across the country. The incumbent will provide administrative support by regularly monitoring, preparing reports, collecting, and processing data, quality issues, and performing clerical functions.

Job Responsibilities:

- Generating, checking designs, drawings, calculations, technical descriptions, specifications, and civil engineering works, rate/ price quotations submitted by the contractors/vendors.
- Site Supervision of construction, interior, repair & maintenance works.
- Provide technical support for implementing any project, site & product.
- Perceive the construction drawing.
- Prepare red mark drawing in Auto CAD software.
- Brief the design among the contractor/Labor regarding the construction works.
- Estimate the quantity of construction materials.
- Check the bill of contractor as per actual work done.
- Check the quality of supplied materials by the contractor and prepare quality checking data sheets.
- Perform site test and ensure regular BUET test of all major construction materials.
- Monitor schedule to track the project progress and prepare monthly progress report.
- Ensure site safety during construction work.
- Explore the market for best materials within low cost.
- Identify problems including all technical problems and /or take initiatives to solve problems in relation to civil engineering and other functions.
- Ensure the quality and quantity of all types of structural and finishing materials.
- Resolving site complaints, problems, and requests from contractors.
- Assisting with emergency response and evacuations.
- Performs any other duties assigned by the supervisors.





Essential Requirements:

- Diploma or B.Sc in Civil Engineering from any public, or private University/Institute but Candidate from a public University/Institute will be preferred.
- Minimum 02 years of experience in the related field for B.Sc in Civil Engineering / Minimum 06 years of experience for Diploma in Civil Engineering.
- Previous working experience in a similar role will be preferred.
- Skills Required: Auto Cad 2D 3D, Microsoft Office, Microsoft Project
- Energetic, hard worker having the capability to manage construction sites efficiently.
- Estimations, Prepare BOQ, Analysis of rate & Quantities and Drawings work etc.
- Should have good knowledge on both Bangla and English writing and speaking skill.
- Ability to plan and schedule work, including determining staff, equipment and supplies as needed.
- Age limit for the applicant would be 30 years. Management has the right to make exceptions based on qualifications.

Salary: Negotiable.

Compensation & Benefits: Provident Fund (PF), Gratuity, Festival Bonus, Weekly 02 Holidays etc.

Apply Procedure

Interested candidates should apply to <https://jobs.ucepbd.org> on or before **April 08, 2023**. Only short-listed candidates would be contacted and may be requested for more information. The authority reserves the right to accept/reject any or all applications without assigning any reason whatsoever. Direct application to any UCEP Bangladesh staffs, any communication in regard to the application or any attempt to influence the process will immediately disqualify candidacy. UCEP Bangladesh is actively trying to increase equity and gender parity in the organization. Therefore, qualified women and candidates from disadvantaged backgrounds including Persons with Disabilities (PWDs) are especially encouraged to apply. The compulsory age of retirement is 60 years.

