



Name of Position: Instructor, Electrical

Number of Vacancies: 01

Nature of Job: Contractual Staff

Job Location: Anywhere in Bangladesh/UIT, Mirpur - Dhaka

Application Deadline: 14 November 2026

Job Purpose: To ensure quality teaching as per the curriculum, syllabus and ensure effective use of resources.

Essential Requirements:

Required Education:

- B. Sc. in Electrical & Electronics Engineering (EEE) or Diploma in Electrical Technology with good academic records from any reputed Institute/University.

Required Experience:

- Relevant professional experience:
 - For Diploma in Engineering: Minimum 05 (Five) years of relevant professional experience.
 - For B. Sc. in Engineering: Minimum 03 (Three) years of relevant professional experience.

Others:

- Skill in electrical tools & equipment handling, proper knowledge or training on PLC.
- Candidates having knowledge in IoT, AI, Robotics and Automation will prefer.
- Proficient in MS Office package.
- Excellent Communication skills in both English and Bangla.
- Self-motivated, adaptable, team player and passion for social development work.

Age Limit: The age limit for the applicant would be maximum 35 years. Management has the right to change on the basis of Experience.

Job Responsibilities:

- To teach the students as per academic schedules and curriculum.
- To develop lesson plans and workshop/laboratory instruction sheets.
- To supervise/monitor the works/tasks of the students in the classes.
- To render additional support in addressing concept/subject issue.
- To associate the students with the co-curricular activities.
- To motivate and counsel students to ensure regular attendance in the classes.
- To communicate with parents/guardian in relevant cases.
- To assist in the admission of students in the UIT.
- To maintain students' profiles and examination records.
- To prepare and maintain documents related to BTEB as per requirement.
- To make effective use/re-use of teaching resources and equipment etc.
- To carry out periodic/timely maintenance of the teaching equipment etc.
- To assist in preparing departmental budget (if any).





- To maintain total secrecy and confidentiality in respect of the institutional affairs and uphold the dignity of the institution.
- To carry out any other duties and responsibilities as and when required and assigned by the UIST authority/principal/vice-principal/departmental head.

Safeguarding: UCEP Bangladesh is dedicated to creating a safe and respectful work environment, free from any form of misconduct such as sexual harassment, exploitation, abuse, lack of integrity, and financial impropriety. It is imperative that our staff actively safeguard the well-being of children, young individuals, and adults consistently. We require all team members and volunteers to uphold this commitment in accordance with our Code of Conduct and PSEAH policies. We place utmost importance on recruiting individuals who wholeheartedly embrace and exemplify this dedication in their work with us.

Monthly Salary: As per organizational policy.

Compensation & Benefits: Contributory Provident Fund (PF), Gratuity, Festival Bonus etc.

*****Applications without requisite qualifications and experience will not be considered.**

Apply Procedure

Interested candidates should apply through <https://jobs.ucepbd.org> on or before **November 14, 2026**. Only shortlisted candidates will be contacted and may be requested to provide additional information. **The authority reserves the right to accept or reject any or all applications at any stage of the Recruitment and Selection Process without assigning any reason whatsoever.** Direct applications to any UCEP Bangladesh staff, any communication regarding the application or any attempt to influence the recruitment process will result in **immediate disqualification**. UCEP Bangladesh is committed to promoting **equity and gender parity** within the organization. Therefore, qualified **women, Persons with Disabilities (PWDs), and candidates from disadvantaged backgrounds** are especially encouraged to apply.

