Name of Position: Site Engineer

Number of Vacancies: 01

Nature of Job: Contractual Staff

Job Location: Anywhere in Bangladesh

Application Deadline: 07 December 2026

Job Purpose: Primary role of Site Engineer is to ensure the construction work as per design, drawing, specifications and approved work plan, and follow the safety and security rules. He will have to look after the materials test before and during the construction work and maintenance period of any type of infrastructures which implemented by the UCEP Bangladesh. And provide administrative support by conducting regular monitoring, preparing reports, preparing drawing by conventional civil engineering software, collecting, and processing data, resolving any type of site's issues and perform clerical functions. Incumbent is a working as site engineer within the area of assigned responsibilities and may perform tasks in a variety of functions. Position will report to the Deputy Manager or Manager, Infrastructure Development. These describe the major functions of the jobs but are not intended to be all-inclusive.

Essential Requirements:

Required Education: Diploma or B.Sc. in Civil Engineering from any recognised public or private institute/university.

Required Experience:

- For Diploma in Civil Engineering: Minimum 6 years of work experience in building construction projects.
- For B.Sc. in Civil Engineering: Minimum 3 years of work experience in building construction projects.

Other Requirements:

- Have good knowledge on BNBC, NFPA and other codes.
- Must have the ability to wear all prescribed safety equipment and safety gears.
- Working knowledge of RCC and Steel structures building will be preferred.
- Strong people management and relationship skills
- Working knowledge of safety procedures as per safety code.
- Ability to train and supervise other support staff in the engineering field.
- Ability to make plans and schedule work, including construction work, determining staff, equipment and supplies needed.
- Ability to understand and carry out oral and written instructions.
- Must have computer skills in Microsoft office, Auto-CAD and other relevant software.
- Must be willing to work varied hours during construction.

Age limit: The maximum age limit for the applicant would be maximum 35 years. Management has the right to make exceptions based on qualifications.

Job Responsibilities:

- Maintaining a safe and clean environment at the construction field by following house-keeping rules.
- Ensuring the quality of work by maintaining the quality assurance plan.
- To maintain the site order book, measurement book, daily report, check list etc.
- Identify all technical problems and solve problems and take initiatives to solve them in relation to civil construction, electrical and mechanical functions.
- Supervising all type of ground staffs.
- Managing and supervising employees or contractors as needed at site.

- Evaluating employee performance and providing direction, correction, or additional training to ensure proper quality of the construction work.
- Solving complaints, problems, which arise at construction sites.
- Assisting with emergency response and evacuations.
- Maintaining records of all work in a daily, weekly or monthly basis according to work plan and drawings.
- Sketching and drafting any types of engineering drawing; plan, section, elevation, 3D views by good knowledge of software and professional skills.
- Perform any other duties as assigned.

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: BDT. 35,000/- (Consolidated)

Other Compensation & Benefits: N/A

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

Apply Procedure

Interested candidates should apply through **https://jobs.ucepbd.org** on or before **December 07, 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.

Plot 2 & 3, Mirpur 2, Dhaka 1216, Bangladesh
info@ucepbd.org
www.ucepbd.org
+8802-9031014,+8802-9031016,+8802-9011726; Fax : +880-2-9036359