

Educo Bangladesh is Looking for a ‘Project Engineer’



Educo is a global development and humanitarian NGO based in Barcelona, Spain with about 30-year experience working in 14 countries. We work with and for children and their communities to promote just and equitable society that can secure their rights and wellbeing. We envision a world where all children fully enjoy their rights and lead a life with dignity. We are a member of ChildFund Alliance, one of the largest global networks of child-focused development organizations working to create opportunities for children and youth, their families and communities.

Since 1999, we have been implementing development programmes in Bangladesh in the marginalized urban and rural areas and with time we expanded our works to broader geographical areas. Currently, we are working in 10 districts of the country. Currently Educo Bangladesh has 6 external funded and 9 internal funded projects.

Currently, we are looking for an **‘Project Engineer’** for an upcoming Education and WASH related construction Project where Project Engineer will carry out all construction related works and manage partners for smooth implementation of the project.

Name of Position	Project Engineer
Number of Vacancy	01
Job Location	Sreemangal (Educo ALOY-ALOW Project Office)
Report to	Project Manager (ALOY-ALOW Project)
Contract Duration	06 Months with possibility of extension based on satisfactory performance, project’s requirement and availability of fund.
Working Conditions	Major part of the job will be in Project Area and occasionally required to visit Country Office.

Purpose	Engagement	Delivery
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Purpose	<p>Title Project Engineer</p> <p>This position is responsible for the improvement of the quality education by installing WASH hardware & Education related construction (e.g.ECD center and Day care construction, hardware activities in School/ECD center/Community. The project will be implemented by partner; however, the quality and timely completion of the project work is the ultimate responsibility of this position. S/he will be the person to fulfill Educo’s commitment to the donor.</p>
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Engagement	<ul style="list-style-type: none"> ▪ Work with Project Manager for quality implementation of the project. ▪ Communicate with the PNGO, vendor & supplier for quality control, field visit & reporting for smooth running of the activities. ▪ Communicate with PNGO to closely support them in new construction, renovation and installation (as per budget) related work like survey, design, budget, approval, execution and monitoring etc. ▪ Communicate with DPHE (Department of Public Health Engineering) various information & suggestion purpose (materials/water test, bore hole depth, suggestion on testing result etc). ▪ Communicate with the Procurement for the preparation of budgeting, BoQ, RfQ, scheduling, tender processing, billing etc. ▪ Establish sound working relation with other project and Dhaka office colleagues to implement the project effectively and efficiently.
Delivery	<ul style="list-style-type: none"> ▪ Prepare WASH project drawing, budget, RfQ and monitor the construction work, check bills etc. so that children are getting drinking water, hand wash in a hygienic place and keep themselves healthy. ▪ Prepare ECD, ECD Cum Day Care, Toilet and renovation related drawing, budget, BoQ, RfQ and monitor the construction work, check bills etc. So that children get a safe & comfortable classroom and increase their concentration in study and physical & mental development. ▪ Prepare budget, drawing, scheduling, work monitoring by communicating with various department/market so that the cost has been decrease/economy & get a quality product. ▪ Support in renovation work of country office & sub office's so that office staffs are doing office with a safe & comfortable place.

Job Summary:

Project Engineer is responsible for the improvement of the quality education by installing WASH hardware & Education related construction (e.g. ECD center and Day care construction, hardware activities in School/ECD center/Community). S/he will communicate with the PNGO, vendor & supplier for quality control, field visit & reporting for smooth running of the activities. S/he will work with PNGO to closely support them in new construction, renovation and installation (as per budget) related work like survey, design, budget, approval, execution and monitoring etc.

Responsibilities

Sl.	Key Areas of Accountability	Essential Tasks	%
1.	Partnership Management	<ul style="list-style-type: none"> ▪ Orient the partners on project activities. ▪ Closely support partners in designing, budgeting, vendor selection, area selection and other steps in the project construction activities as per the proposed proposal. ▪ Orient partners on donor and Educo compliance and work standard and provide them required support to maintain the standard and follow the agreement. ▪ Maintain regular visit and communication to partners to understand the work progress and ensure quality construction and implementation of other project activities. ▪ Support partners in preparation of reports, case stories, IEC materials and other required documents as and when required. ▪ Update and receive guidance from the Project Manager for smooth implementation of activities. 	20%

2.	Construction work Management	<ul style="list-style-type: none"> ▪ Supervise & execute of total construction work (structural & finishing) of the building/structure, electric works, sanitary & plumbing works, paint work, tiles work etc. and ensure the quality of work. ▪ Verify alignment, level, and elevation, windows and false roof to ensure building compliance and accuracy of the design. ▪ Prepare the work schedule for completion of work accordingly. ▪ Supervise the safety of the total work & laborer and ensuring not engaging any child labor at work site. ▪ Water testing & prepare report based on testing result. ▪ Identify challenges in advance, have guidance from the Manager and senior partner colleagues and take necessary action/ support partners to mitigate those. ▪ Keep positive relation to the community and understand the involvement/ownership of the community people in the project works and guide partners in this regard. 	25%
3.	Budget and Material Management	<ul style="list-style-type: none"> ▪ Estimate the total materials required and assess item wise cost involvement based on architectural, structural and interior drawing and specifications. ▪ Receive the materials and ensure the quality of the materials. ▪ Inclusion of materials in the register and maintain the register accordingly. ▪ Ensure the proper and safe storage of the materials. 	20%
4.	Monitoring and Supervision	<ul style="list-style-type: none"> ▪ Monitoring schedule wise completion of construction and ensure overall compliance. ▪ Ensure no discrepancy in quantity of materials. ▪ Monitoring and control of proper use of material. ▪ Monitor and control the work of contract labor. ▪ Assessment of progress of works. ▪ Keep daily logs. 	20%
5.	Communication & Reporting	<ul style="list-style-type: none"> ▪ Maintain regular communication with PNGO for information of work in progress & findings. ▪ Reporting to the Project Manager on regular findings and project progress and as per requirements. ▪ Prepare donor report and Educo project report periodically. ▪ Support communications team in documentation and marketing the project work. ▪ Keep sound relation with Govt. and other relevant stakeholders for managing approval and uphold Educo's project work and branding/visibility. ▪ Provide required information, case story and reports to MEAL, Resource Mobilization, Finance and other departments. ▪ Support in construction related proposal/project development. ▪ Keep sound working relation with all departments of Educo. 	15%

Perform any other responsibilities defined by organization/management as and when required.

Core Values:

Social Commitment
Equity
Respect

Core Principles:

Participation
Non-Discrimination
Transparency
Dynamic Spirit

Education:

B.Sc/M.Sc in Civil Engineering or Diploma in Civil Engineering with extensive working experience.

Experience and Requirements:

- ✓ Minimum **5 years** of experience in WASH, construction especially school building & residential building construction.
- ✓ Intermediate level knowledge on Auto CAD, MS word, MS Excel, Power point, Internet browsing
- ✓ Maintain positive relationships with colleagues and different stakeholders
- ✓ Ability to follow procedures, meet deadlines, and work cooperatively with team members
- ✓ Be patient and have team building attitude by being respectful to others
- ✓ Have skill to prioritize tasks under pressure and to understand the situation
- ✓ Capacity to deliver job timely and balance work-life
- ✓ Resourcefulness, initiative, and maturity of judgment
- ✓ Positive attitude, sensible and good understanding of gender
- ✓ Excellent Leadership Skills, Proactive and Empathetic.

Language:

- Position requires both English and Bangla at standard level. Excellent communication skills, both verbally and in written.

Knowledge and Skills:

- Advance level knowledge on Child rights and protection
- Knowledge on community participation
- Experience of construction in community level
- Excellent analytical skills and problem solving capacity
- Excellent interpersonal and communication skills
- Ability to work as a team member and under pressure.
- Sense of accountability to take ownership of all responsibilities and honors commitments, operates in compliance with organizational regulations and rules.
- Treats all people with dignity and respect; shows respect and sensitivity towards gender, cultural and religious differences; encourages diversity wherever possible.
- Applies specialist and detailed technical expertise; demonstrates an understanding of different organizational departments and functions.
- Actively seeks to improve programs or services, takes calculated risks on new and unusual ideas; thinks "out of the box"
- Speaks and writes clearly and effectively, demonstrates openness in sharing information and keeping people informed.
- Works collaboratively with colleagues to achieve organizational goals, shares credit for team accomplishments and accepts joint responsibility for team shortcomings

Salary and Benefits:

Monthly Consolidated Salary is **BDT. 90,000 (Taka Ninety Thousand only)**.

Entitled for Mobile Allowance and Insurance benefits as per Educo HR Policy. No other benefits will be applicable.

Our Accountability:

For Educo, accountability means fulfilling our responsibility to listen and respond to the opinions and needs of our stakeholders in the decisions we make and the activities we undertake, with the aim of increasing our impact and ensuring the responsible use of resources.

Child Safeguarding:

Educo is committed to prevent violence and maltreatment to children by fostering a safeguarding culture in which interactions with children promote their dignity and favor their comprehensive development and wellbeing in a safe and protective environment. Educo will ensure to "do no harm" to children and to be a child safe organization.

INSTRUCTIONS TO APPLY

- 1) Two non-relative referees must be mentioned in CV; **one must be your latest supervisor**
- 2) **Recent Formal Photograph (Passport Size)** must be included in CV
- 3) Please go through the job contents carefully before applying. If not match, don't apply please.

Interested candidates only who meet the requirements are requested to apply through below link

[Apply Online](#)

Application Deadline: March 05, 2022 (Saturday)

WOMEN ARE HIGHLY ENCOURAGED TO APPLY

Declaration

N.B. As a Child-Centred Organization, Educo is committed to Child protection, and has developed a Child Safeguarding Policy, together with a Code of Conduct. All employment is conditional upon the successful completion of all applicable background checks. Before induction, any new staff should read and sign Educo's Code of Conduct.

Note:

- 1) Educo Bangladesh determines to ensure equal opportunity to everyone, irrespective to race, ethnicity, location, color, gender, class, and religion.
- 2) Educo Bangladesh has ZERO TOLERANCE towards harassment, abuse and discrimination. Educo employees are expected to abide by the **Code of Conduct, PPSEAH (Policy on Protection Against Sexual Exploitation, Abuse and Harassment), Child Safeguarding Policy** and **Staff Management Rules** of Educo.
- 3) Any persuasion during recruitment process will result in disqualification of candidature.
- 4) Internal and external applicants shall be treated equally in the entire selection process.
- 5) **Educo Bangladesh never charges any fee/cost/donation at any stages of recruitment and selection process. There is no cost involved with applying for any position. Any solicitation of job application/selection costs should be regarded as fraudulent.**