

Bangladesh Institute of Governance and Management

E-33, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207

Job Opportunity 2021

Bangladesh Institute of Governance and Management (BIGM) is a academic, training and research institute offering Masters degrees, professional training and conducting research on national policy issues. We are seeking experienced individuals for following vacant positions:

Engineer

Requirements:

Degree/ Diploma in Civil Engineering from any recognized university having working experience of at least 3 (Three) years in any development project/s. Engineers recently retired from government service having engineering graduation degree or diploma are also appreciated to apply.

Job Description:

- To manage, design, develop, create and maintain regular civil works and construction of any kind in BIGM in a safe, timely and sustainable manner
- To conduct on site investigations and analyze data (maps, reports, tests, drawings and other)
- To carry out technical and feasibility studies and to draw up blueprints that satisfy technical specifications
- To assess potential risks, materials and costs and to arrange urgent repairments
- To provide advice and to resolve innovatively any emerging problems/deficiencies
- To oversee and monitor staff and liaise with a variety of stakeholders including respective offices
- To handle over the resulting structures and services for use
- Monitor progress and compile reports regarding project status
- Manage the purchase and procurement of high-quality equipment/materials, what is required time to time
- Comply with guidelines and regulations including permits, safety etc and deliver technical files and other technical documentation as required
- To work on deputation/ in charge for any adjacent projects to the BIGM.



Age: Minimum 30 years; maximum 62 years.

Compensation: Following the grade of 8-6 of the national pay scale.

Position: 01.

Application Guideline:

Interested persons are requested to apply with:

1. A cover letter addressed to the Chairperson, Selection Committee
2. A complete Curriculum Vitae (With passport size photo).

Application submission:

1. **By e-mail to:** recruitment@bigm.edu.bd (in **one PDF file**, and the file should be named by **applicant name and valid mobile number**). Please also mention the name of applied post on the subject of the e-mail. **And:**
2. **Hard Copy:** One set of hard copy (with two photos) to BIGM {E-33, Agargaon, Sher-E-Bangla Nagar, Dhaka-1207}. Please also mention the name of applied post on top of the application the envelop.

Application Deadline: **October 21, 2021**

Only short-listed candidates will be called for interview.
BIGM is an equal opportunity employer.

Chairperson
Selection Committee

