



TERMS OF REFERENCE

A. POST DETAILS

Post Title	:	Technical Officer
Salary	:	45,000/-BDT
Project Name	:	WGEIE Project, RHDC
Project Duration	:	Joining date to February,2025

B. Duties & Responsibilities:

Under the supervision of District Officer-WGEIE and technical guidance of Engineering department of HDC, and close collaboration with District Project Implementation Analyst, Education Officer and Upazila Facilitator of ERRD-CHT Project, UNDP the incumbent (Technical Officer-WGEIE) will be providing technical supports to the team in implementing the project activities. S/he will perform following duties:

- Conduct feasibility studies related to project
- Planning and budgeting, cost estimation, drawing
- Supervision of construction or renovation related activities such as- class room renovation, single sex toilets, boarding facilities, water facility/infrastructure, etc.
- Operation and Maintenance of MMC facilities, Engine Boat etc.
- Supervise/support community/SMC's projects.
- S/he will assist team in conducting training, workshops, studies, reporting, monitoring, coordination etc.
- Perform any other duties/assignments as and when required by the project.

C. Qualifications

Education & Experience:

- Diploma Engineer or BSc (Engineering) in Civil/ Mechanical or any other relevant field from a reputed institution.
- Minimum 3 years' practical experience working in relevant field/project.
- Prior experience working on similar projects (RHDC & SID-CHT,UNDP jointly implemented projects) with a demonstrably successful track record is strongly preferred.

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