

- महाराष्ट्र सरकार  
महाराष्ट्र विधानसभा  
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Point, NBIDGPS-1 (DPHE part) – Assist by providing data/ status on infrastructures, including quantities of materials used, progress of activities in terms of time and budget to support preparation and submission of various reports – Collect required data for reporting through compilation and analysis – When unexpected circumstances arise prepare clear reports to record the situation and suggest the possible implications to the project, so that changes to the project can be considered. – Assist in preparing the monthly/quarterly reports

#### 4. Output and Reporting Requirements

- o) Preparation of relevant guidelines, reports, cost estimates, tender documents regarding infrastructure development related to Water Supply and Sanitation.
- p) Monthly, quarterly NBIDGPS-1 progress/status report relating to the development of Water Supply and Sanitation infrastructures.
- q) Submit monthly plan and progress report of previous month based on on-site implementation.
- r) Work schedule (Gantt Chart) for monitoring of the implementation progress of the construction works.
- s) Progress report on the expenditure and fund disbursement activities related to construction progress.
- t) Half yearly implementation progress and Environmental & Social Safeguard evaluation report based on the approved infrastructure plan and planning guidelines (iPG) and Environmental & Social Safeguard framework.
- u) Generate Handover Certificate and all related documents for processing final bill including site specification, revised estimate.
- v) Update work progress in NBIDGPS-1 Web based Software and Mobile Application.
- w) Any other reports as required by the concerned Executive Engineer and Primary Education Unit, DPHE HQ.

#### 5. Monitoring, Review and Evaluation Arrangements

The Supervision Engineer will be under direct supervision of the concerned Focal point, NBIDGPS-1(DPHE Part). Therefore, he/she will be monitored and evaluated by the Focal point, NBIDGPS-1(DPHE Part). His/her work will be reviewed and evaluated on the basis of the deliverables and progress reports as mentioned in section 4.

#### 6. Qualifications and Experience

The Civil Engineer shall have the following qualifications and experience:

- v) At least B.Sc. in Civil Engineering with 02 years' experience or Diploma in Civil Engineering with 05 years' experience.
- w) At least 02 years' specific job experience in planning, design and supervision of building construction and installation of water sources.
- x) Prior work experience in DPHE as Sub Assistant Engineer or Supervision Engineer under development or revenue budget will be an added advantage.
- y) Overall and in-depth knowledge in estimation based on different design including schedule of rates of PWD/LGED/DPHE.
- z) Experience in quality assurance of infrastructure development related to Water Supply and Sanitation.
- aa) Have in-depth knowledge on MS Office especially MS-Word, MS-Excel, MS-Power point and prepare all sorts of report and presentation both in Bangla and English associated with project implementation.
- bb) Must know about data entry in web-based software platform and mobile application.



- cc) Have in-depth understanding of rules and regulations of American Concrete Institute (ACI) and Bangladesh National Building Code (BNBC).
- dd) Familiarity with updated Government rules & regulations such as PPA-2006, PPR-2008, Delegation of Financial Power (DOFP) and bilateral and multilateral development agencies in Bangladesh.
- ee) Sound knowledge in English language (reading, writing, listening and speaking).
- ff) Excellent computer skills including word processing, spreadsheet programs and database management.
7. **Age limit:** Maximum 40 years
8. **Remuneration:** Negotiable
9. **Duration of the Assignment**

The assignment will be effective from the date of joining to December/2024 or as the program completed.

**10. Place of Assignment**

Office of the Focal Point, NBIDGPS-1 (DPHE part), DPHE Bhaban, Kakrail, Dhaka

মোহাম্মদ মোহাম্মদ ইসলাম  
উপসচিব  
প্রাথমিক ও গণশিক্ষা মন্ত্রণালয়  
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

মোহাম্মদ মোহাম্মদ আলম খান  
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