



**Title:** Project Engineer

**Experience:** 3-4 Years

**Location:** Shi-Yomi District, Arunachal Pradesh (Exact base location will be decided once the project commences)

**Reporting to:** Chief Executive Officer

**Compensation:** INR 4,80,000 - 5,40,000 (CTC)

### **About Sunbird Trust**

Founded in December 2014, Sunbird Trust is a non-sectarian, non-religious NGO working with the objective of Peace through Education in insurgency-affected parts of North East India. It seeks to educate and empower lesser-resourced youth in the conflict zone thereby steering them away from possible radicalization against our country and leading them to self-sufficiency and supporting their entire families. Towards this end, Sunbird Trust runs a child sponsorship programme and helps build schools and hostels in the project areas in 6 North East Indian states. Some achievements of the Trust are as below:

- Positively impacts the lives of over 10,000 people in its project areas
- Sponsors the education of over 7000 children in 52 partner institutions in 6 NE states of Manipur, Nagaland, Assam, Meghalaya, Sikkim, and Arunachal Pradesh
- Has built or is building 10 schools and 10 hostels
- Team of 38 professionals including Teach for India and Gandhi Fellows and Master's in education and social work
- Selected amongst the top 100 from over 2,300 NGOs for the award of the EdelGIVE Grow Fund (March 2022)
- In Feb 2023, awarded by Azim Premji University amongst top ten case studies of NGOs from across India for their annual "Stories of Change" competition.



## Job Description

Sunbird Trust is looking for a dedicated Project Engineer to assist with the scheduling, planning, forecasting, resourcing, and managing technical activities to ensure project accuracy and quality. The Project Engineer is responsible for the engineering and technical disciplines of ongoing projects and will establish inspection criteria for the proper implementation of all the elements of a project.

They should have the ability to work with multiple discipline projects and demonstrate excellent project management and supervision skills. They should also have excellent organizational, time management, leadership, and decision-making skills.

## Roles & Responsibilities

- Conducting initial recce to understand the scope of a project in various locations.
- Designing project proposals.
- Cost estimation and budgeting for projects in well planned phases for implementation.
- Preparing, scheduling, coordinating, and monitoring of assigned engineering projects.
- Designing infrastructure using the help of local resources in the most efficient and sustainable manner possible.
- Formulating project parameters and assigning responsibilities to employees and monitoring the project team.
- Interacting with various stakeholders at partner schools, interpreting their needs and requirements, and representing them in the field.
- Performing quality control tasks on budgets, schedules, plans, and personnel performance and reporting on the project's status.
- Reviewing the engineering tasks and initiating the necessary corrective actions.
- Developing specifications for the project's needed equipment.



- Creating frameworks to measure the project's metrics and data collection.
- Ensuring the project's compliance with the applicable codes, practices, policies, performance standards, and specifications.

### **Qualifications**

- A bachelor's degree in civil engineering or architecture
- Minimum 3 years of field and project planning experience
- Completed courses on AutoCAD, Excel estimation, Revit, or Sketchup

### **Skill Requirement**

- Excellent computer literacy and knowledge of design and visualization software.
- The ability to work with multiple discipline projects.
- Excellent project management and supervision skills.
- Excellent organizational, time management, leadership, and decision-making skills.
- Strong written and verbal communication skills.
- Knowledge of applicable codes, policies, standards, and best practices.

### **Application Process**

1. Preliminary screening of profile
2. Pre-Work
3. Personal Interview
4. Reference checks

### **HOW TO APPLY?**

Click on the link to apply: <https://forms.gle/fhiBoYadapZ4kZ9g9>