



**Title:** Project Engineer

**Experience:** 3 - 4 Years (Minimum 3 years of field and project planning experience)

**Location:** Manipur

**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 2,00,000 people in its project areas
- Sponsors the education of over 9000 children in 100 partner institutions in 6 NE states of Manipur, Nagaland, Assam, Meghalaya, Sikkim, and Arunachal Pradesh
- Has built or is building 13 schools and 21 hostels
- Team of 51 professionals including Teach for India, Azim Premji University Graduates and Gandhi Fellows
- 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
- In September 2024, renewed the GREAT PLACE TO WORK accreditation

## **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 assigned engineering projects.
- Designing infrastructure leveraging 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**

- 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**

- Proficiency in design and visualization software, with strong computer literacy
- Ability to manage and coordinate multidisciplinary projects effectively
- Expertise in project planning, execution, and team supervision
- Strong organizational, leadership, time management, and decision-making abilities
- Excellent written and verbal communication skills
- Thorough knowledge of relevant codes, policies, standards, and industry 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>