



Name of Position: Driver

Number of Vacancies: N/A

Job Location: Anywhere in Bangladesh

Application Deadline: 31 May 2026

Job Purpose: To perform regular duties of driving, vehicle maintenance and assistance in updating documents in line with UCEP Bangladesh's values, vision, mission, goals and relevant country laws.

Essential Requirements:

Required Education: Minimum Secondary School Certificate (SSC) Passed.

Required Experience: Minimum 05 years' experience as a driver, especially in the NGO/INGO sector, with a safe driving record.

Others:

- **Must have a valid driving license** for the required classes of vehicles.
- Knowledge of driving rules and regulations with skills in minor vehicle repair.
- Basic knowledge of BRTA-related work.
- Basic computer knowledge, especially MS Office and Email correspondence.
- **Must have physical fitness** (which includes good eye sight, normal blood pressure and no serious illnesses, including diabetes) to travel and drive. A fitness certificate is required from a registered medical practitioner.
- Ability to work under pressure and long hours.
- Ability and willingness to travel.
- Willingness to transfer at any place where UCEP has its activities.

Age Limit: The age limit for the applicant would be maximum of 40 years. Management has the right to make exceptions based on qualifications.

Job Responsibilities:

- To contribute implementing UCEP Bangladesh's values, vision, mission and goals, and development of future strategy documents as needed.
- To drive safely following all traffic rules, regulations, and speed limits.
- To maintain assigned vehicle properly by checking and topping fuel, oil, water, air pressure, light, brake fluid, cleaning, washing etc.
- To deliver the vehicle for servicing as per schedule.
- To report all faults/damages immediately and to take necessary remedial actions accordingly.
- To fill up log books, fuel records, update expenditure etc., and to retain copies.
- To clean up vehicles whenever required.
- To safeguard the vehicle when parked.
- To assist in keeping the vehicle documents updated.
- To provide support, as per instruction from the supervisor, even during holidays (against overtime payment).
- To ensure the vehicle is kept clean, tidy, and in good working condition at all times
- To ensure the vehicle is kept secure at all times.
- To ensure the vehicle is given regular/day-to-day maintenance checks: check oil, water, battery, brakes, tyres, etc.
- To ensure vehicle repairs are carried out properly.





- To prepare and submit a vehicle monitoring report, including records of vehicle operations, maintenance, expenses, and mileage, at the end of each month.
- To ensure vehicle insurance, fitness certificate, tax token and registration are updated in accordance with the BRTA schedule.
- Promote and contribute to ongoing efforts towards gender equity, child protection, inclusiveness, accessibility and a discrimination-free environment in the workplace and operations/activities/plans.
- To maintain strict confidentiality of information, documents and other internal and external communications.
- To carry out any other relevant tasks assigned by the authority as and when necessary.

Safeguarding: UCEP Bangladesh is dedicated to creating a safe and respectful work environment, free from any form of misconduct such as sexual harassment, exploitation, abuse, lack of integrity, and financial impropriety. It is imperative that our staff actively safeguard the well-being of children, young individuals, and adults consistently. We require all team members and volunteers to uphold this commitment in accordance with our Code of Conduct and PSEAH policies. We place utmost importance on recruiting individuals who wholeheartedly embrace and exemplify this dedication in their work with us.

Monthly Salary: BDT. 23,139/-

Compensation & Benefits: Contributory Provident Fund (PF), Gratuity, Festival Bonus, Group Insurance, Weekly 02 Holidays etc.

*****Applications without requisite qualifications and experience will not be considered.**

Apply Procedure

Interested candidates should apply to <https://jobs.ucepbd.org> on or before **May 31, 2026**. Only short-listed candidates would be contacted and may be requested for more information. The authority reserves the right to accept/reject any or all applications without assigning any reason whatsoever. Direct application to any UCEP Bangladesh staff, any communication in regard to the application or any attempt to influence the process will immediately disqualify candidacy. UCEP Bangladesh is actively trying to increase equity and gender parity in the organization. Therefore, qualified women and candidates from disadvantaged backgrounds, including Persons with Disabilities (PWDs) are especially encouraged to apply. The compulsory retirement age is 60 years.



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UCEP Bangladesh

VACANCY ANNOUNCEMENT

UCEP Bangladesh is inviting applications from qualified candidates for the position of **Regional Manager**, No. of **Vacancay 01**, **Job Location: UCEP Khulna Region/Anywhere in Bangladesh**. **Required Education:** Master's in any discipline/B.Sc in Engineering from any reputed institute. **Required Experience:** **Minimum 08 years of working experience** in industry or development sector including at least 03 years as manager in a development organization. **Required Age:** Age limit for the applicant **would be Maximum 45 years**. Management has the right to make exceptions based on qualifications.

For details, please visit <https://jobs.ucepbd.org> or www.bdjobs.com. The last date for submitting the application is **May 17, 2026**.

Applications without requisite qualifications and experience will not be considered.

Name of Position: Regional Manager

Number of Vacancy: 01

Job Location: UCEP Khulna Region/Anywhere in Bangladesh

Application Deadline: 17 May 2026

Job Purpose: To lead and ensure the efficient and effective management of all UCEP Bangladesh programs at the regional level, in line with UCEP Bangladesh's values, vision, mission, goals and relevant country laws.

Essential Requirements:

Required Education: Master's in any discipline/B.Sc in Engineering from any reputed institute.

Required Experience: Minimum 08 years of working experience in industry or development sector including at least 03 years as manager in a development organization.

Others:

- Excellent command on communication skills in both Bangla and English.
- Excellent computer operating skills & conversant with MS Office package.
- Self-motivated, adaptable, team player and passion for social development works.
- Ability and willingness to travel.
- Willingness to transfer at any place where UCEP has its activities.

Age: Age limit for the applicant would be maximum 45 years. Management has the right to make exceptions based on qualifications.

Major Responsibilities:

- To carryout overall coordination and Management of the programs of UCEP within the jurisdiction of the concerned regional office.
- To assess contextual changes and market demands and ensure relevancy of UCEP programs at regional level.
- To ensure conducive and inclusive learning and working environment and promote a culture which tangibly reflects the values of UCEP Bangladesh.
- To contribute to develop and ensure implementation of programs strategies.
- To set high standards in personal, social and academic achievements throughout UCEP's regional programs.
- To assess capacity and expertise of regional staff in line with programs requirement and ensure necessary development.
- To develop and ensure implementation of a business plan aiming towards sustainability with short-, medium- and long-term strategic plans and business goals.
- To mobilize necessary resources (funds, human resources, infrastructure, facilities, appropriate technology etc.) for delivering quality programs.
- To contribute to the development of communication, marketing, branding and advocacy strategies of UCEP Bangladesh and ensure implementation.
- To act as the spoke-person in different regional forums for UCEP Bangladesh under the guidance of supervisor.
- To take necessary steps to market the UCEP's programs to the local and regional community.
- To ensure achievement of business goals and regional programs target.
- To help in carrying out various research, development works and ensure documentation and dissemination.
- To prepare annual plan and budget and ensure implementation of annual plan and budget in a compliant, efficient and effective manner as per UCEP Bangladesh policies and relevant government rules.
- To control all procurements, revenue & expenditure budget following policies of UCEP Bangladesh.
- To ensure high quality teaching – learning process and better academic result through effective supervision and monitoring mechanisms using modern technology-based software where relevant.
- To ensure timely preparation and submission of necessary reports (monthly programs and financial report, quarterly and six-monthly progress report etc.)
- To lead timely performance appraisal of all regional staff and make action plan for their professional development based on proper analysis.
- To ensure necessary resource pool is in place for carrying out UCEP regional operations.
- To ensure efficient management of human resources at regional level.
- To ensure that all regional entities of UCEP Bangladesh have a safe and secure learning environment for students and staff.
- To ensure adherence to Decent Work (e.g. Occupational Health and Safety, equipment safety, personal safety etc.) within all UCEP entities at regional level.
- To ensure implementation of "Policy on Prevention of Sexual Harassment" of UCEP Bangladesh.
- To coordinate with Head Office for periodic Risk Assessment.
- To take a leadership role in mentoring, coaching and training of regional staff for achieving high quality of programs and other services.
- Promote and contribute to ongoing efforts towards gender equity & equality, child/staff protection & safeguard, inclusiveness, accessibility and discrimination free environment in the workplace and operations/activities/plans. In applicable cases, ensure that necessary budget allocation is there and in KPIs these issues are reflected regarding employees under supervision.
- To maintain strict confidentiality of information, documents and other internal and external communications.
- To carry out any other relevant tasks assigned by the authority as and when necessary.

Safeguarding: UCEP Bangladesh is dedicated to creating a safe and respectful work environment, free from any form of misconduct such as sexual harassment, exploitation, abuse, lack of integrity, and financial impropriety. It is imperative that our staff actively safeguard the well-being of children, young individuals, and adults consistently. We require all team members and volunteers to uphold this commitment in accordance with our Code of Conduct and PSEAH policies. We place utmost importance on recruiting individuals who wholeheartedly embrace and exemplify this dedication in their work with us.

Monthly Salary: As per organizational policy.

Compensation & Benefits: Contributory Provident Fund (PF), Gratuity, Festival Bonus, Group Insurance, Weekly 02 Holidays etc.

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Apply Procedure

Interested candidates should apply to <https://jobs.ucepbd.org> on or before **May 17, 2026**. Only short-listed candidates would be contacted and may be requested for more information. The authority reserves the right to accept/reject any or all applications without assigning any reason whatsoever. Direct application to any UCEP Bangladesh staff, any communication in regard to the application or any attempt to influence the process will immediately disqualify candidacy. UCEP Bangladesh is actively trying to increase equity and gender parity in the organization. Therefore, qualified women and candidates from disadvantaged backgrounds, including Persons with Disabilities (PWDs) are especially encouraged to apply. The compulsory retirement age is 60 years.

