AMERICAN INTERNATIONAL UNIVERSITY-BANGLADESH

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Job Opportunity

Position: Sub-Assistant Engineer (Electrical)

Job Responsibilities

- Regularly monitor, inspect, and maintain all substations across different project sites.
- Prepare and submit timely reports on inspections, troubleshooting, maintenance activities, and incidents.
- Coordinate with the supervisor to plan upcoming maintenance activities and raise requisitions for necessary spare parts and materials.
- **Prepare technical designs and drawings for various projects using AutoCAD,** ensuring compliance with relevant technical specifications, standards, and project requirements.
- **Prepare cost estimates and bills of quantities (BOQs)** for project work, including materials, equipment, labor, and other associated costs.
- Review project drawings, specifications, and site requirements to ensure the accuracy and feasibility of designs and cost estimates.

Educational Requirements

- Minimum Diploma in Electrical Engineering or relevant field from any reputed government approved institution.

Additional Requirements

- Must have experience with professional AutoCAD drawing.
- Must have knowledge of installation, commissioning, and maintenance of substations, generators, and power distribution systems.
- Must have good communication skills to write and speak with relevant people.

Experience Requirements

- At least 5 years of work experience in a relevant field.

Application Instruction:

1. Visit https://career.aiub.edu/
2. Click on the Sign-Up option and create your account.
3. Log in using your registered email and password.
4. Go to the Resume menu and complete your resume with the required information.
5. Open the Careers menu, search for your desired job, and submit your application.
6. If you face any confusion during the process, please use the Guideline option or send an email to **career@aiub.edu**.

Application Deadline: 21st November 2026