

Memo no: 46.10.0000.044.18.16.19- 357

Date: ০৪/০৪/২০১৯

Subject: Selection of 2(Two) Individual Junior Consultants (National) of Urban Planning and Urban Landscape Design.

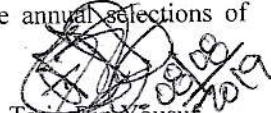
With reference to the subject above, Dhaka North City Corporation (DNCC) is going to engage the following Individual Junior Consultants (national) in the respective assignments under Urban Planning Department. The service of the consultant would be counted on monthly basis and remuneration would be negotiated for the person's engagement of actually employed time, tentative tenure of employment will be approximately 12(twelve) months which may extend depending on requirement for the task. The consultants would be working under the supervision of and reporting to the Chief Urban Planner, Urban Planning Department, DNCC. Required qualifications and experiences along with the main tasks to be performed by the consultants, in brief, are as follows:

Consultant	Qualification and Experiences	Main Tasks
(a) Junior Consultant (Urban Planning)	<ul style="list-style-type: none"> i. Minimum Bachelor/Master of Urban and Regional Planning. ii. Candidates shall have at least 5 (five) years urban planning related experience/consultant or in roles where urban planning has been a major part of the job; iii. Candidates having advanced professional training(s) in urban planning and GIS. Membership of renowned institution(s) in the field of urban and regional planning. GIS related experience will be given preference. iv. The candidate will be self-motivated, with strong organizational and planning skills with the ability to work independently as a team player and under pressure. 	<ul style="list-style-type: none"> i. Responsible for reviewing of different master plan (like - Dhaka Structure Plan, RSTP etc), strategic Plan, SDG, 7th five year plan and others Government policy and program. ii. Prepare infrastructure/development plan and situational analysis report. iii. Co-ordinate with different stakeholders, local communities, ward councilors, department of DNCC regarding urban planning issues. iv. Prepare GIS and others GIS related maps of DNCC. v. Identify planning issues and find out the best practices to solve the problem. vi. Assists Urban Planning Department to accomplish the urban Planning task.
(b) Junior Consultant (Urban Landscape Design)	<ul style="list-style-type: none"> i. Minimum Bachelor of Architecture or other relevant field; ii. Candidates having advanced professional trainings in urban landscape design will be given preference; iii. Candidates Shall have at least 5 (Five) years of relevant experience as either a urban landscaping design/consultant or in roles where urban landscaping has been a major part of the job; iv. The candidate will be self-motivated, with strong organizational, planning skills and the ability to work independently as a team player and under pressure. 	<ul style="list-style-type: none"> i. Planning, design, management, maintenance and monitoring functional and aesthetic layouts of built environment in urban areas including public open spaces, parks, play grounds, gardens, streetscapes, plazas, burial grounds, memorials; recreation areas, etc . ii. Site visit to take necessary measurements of urban areas including public open spaces, parks, play grounds, gardens, streetscapes, plazas, burial grounds, memorials; recreation areas etc. iii. Prepare landscape master plans of urban areas including public open spaces, parks, play grounds, gardens, streetscapes, plazas, burial grounds, memorials; recreation areas etc. Co-ordinate with local residents, ward

		<p>councilors, other departments of DNCC regarding landscaping design process.</p> <p>iv. Prepare power point presentations, 3D animations, detail drawings, design etc. of outputs as required by DNCC. Participate in meetings of beautification works; record the minutes and consultation of relevant concern authority and stakeholders.</p> <p>v. Assists Urban Planning Department to accomplish the Urban Planning task.</p>
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The interested individuals are requested to submit their resume in a sealed envelope mentioning the post with a one-page cover letter expressing why the incumbent is suitable for the assignment. The application with attested copies of academic attainments would be submitted to the Chief Urban Planner, Urban Planning Department, Dhaka North City Corporation, Nagar Bhaban, plot-23-26, Road-46, Gulshan-2, Dhaka-1212 on or before 05/09/2019; 5.00 pm.

The resume should include the information: (a) Name and Designation (b) Date of Birth (c) Present and permanent address with e-mail and telephones/cell number (d) Information on all academic degrees including the proof of specializations (e) List of most relevant experiences/ assignments/ research undertakings/ studies (if any) accomplished (g) Length of experiences (if any) in the relevant professional service (h) Availability for the assignment. Persons who are already in employment shall send application through proper channel, otherwise they shall not be considered for appointment. The Authority reserves the right to accept any or reject all the applications or the annual selections of proceedings.


 Dr. Tariq Bin Yousuf
 Chief Urban Planner
 Urban Planning Department

Copy forwarded for information and necessary action to (not in order of seniority):

1. Chief Executive Officer, DNCC.
2. PS to Honorable Mayor, DNCC.
3. Chief Public Relation Officer, DNCC- He is requested to publish in the widely circulated (one Bangla & one English) daily national newspaper.
4. System Analyst, DNCC – He is requested to publish in the DNCC website.
5. Urban Planner, Urban Planning Dept, DNCC.
6. Office copy