

Date: 10 September 2026**Internal Job Vacancy Announcement****Applications are invited from the eligible employees of CEGIS for the position of Executive Director, CEGIS (Grade - M2), Dhaka****Organization Profile**

Center for Environmental and Geographic Information Services (CEGIS) is a Public Trust and a multidisciplinary organization under the Ministry of Water Resources (MoWR) and was established in 2002. The center is governed by the registered 'Deed of Trust' and administered by a Board of Trustees (BoT) chaired by the Secretary, MoWR. It is a scientifically independent organization and provides integrated environmental services using state-of-the-art technology like GIS, RS, IT, modeling, and so on. It provides solutions to issues and problems in a wide range of sectors such as water, land, agriculture, meteorology, forestry, fisheries, morphology, socio-economy, power, transportation and disasters. CEGIS works both independently and in close collaboration with government and non-governmental organizations (NGOs) of the country as well as regional and intergovernmental agencies. CEGIS is in the process of continuous development of its human resources and is going to recruit its Executive Director.

Job description

The Executive Director shall serve as the pleasure of the Board and shall be the Chief Executive Officer of CEGIS and in that capacity manage the day-to-day affairs of the Trust and to this end the board shall delegate to him its responsibilities as envisaged in the 'to be executed for the day-to-day management of the Trust.

The Executive Director is responsible to the CEGIS Board of Trustees. He or she represents the ultimate decision-making authority for all personnel, financial, organizational, technical and scientific aspects of the Trust. This implies, for example, he or she has the final signing responsibility with respect to, e.g., requests for bids, placement for orders, proposals for projects, submission of final results and invoices. In the execution of his tasks, he or she will be assisted by other directors, and will delegate tasks and responsibilities to them and further throughout the Trust.

Eligibility for the application**A. Qualifications and experience:**

- Master's degree in Natural/Engineering/Social Science relevant to CEGIS' nature of work;
- Twenty-two years of professional experience with more than ten years in managing large projects/organizations;
- Very good communication and inter-personal skills;
- Vast experience in working with government, non-government organizations and donor agencies;
- Good knowledge in environment and water sector.



B. Priority would be given to the candidates having;

- Proven track record in **international business development and institutional networking** at local, regional and global levels, including securing and managing consultancy contracts from development partners.
- Experience in **academic teaching, research supervision, capacity building, and training delivery** at national or international level, and/or scholarly publications in relevant fields.
- Demonstrated experience in leading and managing **national and international projects**.

C. Only CEGIS employees are eligible to apply.

D. The candidature of the applicants will be assessed following the procedure of Internal Recruitment as laid down in the CEGIS' Corporate Governance Policy, CEGIS Service Rules and other relevant statutory documents for the recruitment of the Executive Director of CEGIS.

E. Applicant employees must have performed efficiently for at least 90 calendar days in their current position at CEGIS.

F. An employee who has a written warning on file, or is on probation or suspension, shall not be eligible to apply.

G. Age limit is 60 years.

H. **Last date of application submission: 30 September 2026, before 04:00 PM.** Applications received after the deadline shall not be considered.

I. All qualified CEGIS employees who apply for a vacant position in a timely manner shall be provided with an opportunity for an examination (oral/written) and any other performance evaluation by the Recruitment Committee.

J. The Recruitment Committee reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

Interested employees of CEGIS are requested to apply with a Cover Letter and updated CV plus other relevant documents using the *CEGIS Internal Recruitment Expression of Interest Form*, in **hard copies (Three sets)** which should be submitted to the following address:

Director General
Water Resources Planning Organization (WARPO) and
Convenor of the Recruitment Committee,
WARPO Bhaban, 72 Green Rd, Dhaka 1215, Bangladesh.