**Chapter 3** **Job Experience**

3.1 Drainage Operation and Maintenance works:

At the start of my job, I was posted at Drainage (E & M) division.

3.2 Sewer Projects Works

3.3 Planning and Design Works

3.5 Training by DWASA:

During past 10 years I received many trainings related to work at Dhaka WASA. Some of the trainings I received are listed below: -

1. At the start of my job at Dhaka WASA, I was placed in an orientation training course and was informed about overall structure and scope of work and business process by DWASA.
2. Public Procurement Act 2006 and Public Procurement Regulations 2008 by DWASA training center.
3. Office management, Leadership, Staff management trainings by DWASA and training center.
4. Project planning, management and implementation by training center.
5. Web and Computer based E-GP and digital web-based file/Nothi management by DWASA.
6. Microsoft office suite software package by DWASA and training center.
7. Budget planning, budget management and implementation by training center.
8. Planning, Modelling and Designing of Draining system by World bank and training center.
9. Asset and Inventory management by software-based systems by Vitens Evides International, Vei-Dutch Water Operator, with support from Dutch Ministry of Foreign Affairs (DGIS).
10. Water distribution network design, operation and maintenance by Water Operators Partnership.
11. Gender role in Water policy making by Water Aid Bangladesh, Water & Gender Alliance.
12. Procurement management, PPR PPA, local and international bidding, vendor management, contract management – 21day training hosted by Engineering Staff College.
13. Office manner, staff development, personal skill development by training center.
14. Time management and Emotional Intelligence by training center.
15. Personal and Official financial management by training center.
16. Divisional procedures by training center.
17. Non-revenue water management and implementation of SCADA by training center.
18. Organization management and Leadership Training by WOP and MDF consultant.