

Terms of Reference

Position: Assistant Project Engineer (APE)

Type of Employment: Full-time Regular Employee

Reporting to: Director of Engineering / CEO

Issue date: 02-Jan-2026

Application deadline: Applications will be reviewed on a rolling basis until the position is filled..

1. Background

Eco EnerSys Engineering Co., Ltd (Ecosysco) is a Cambodia-registered consulting and engineering firm providing professional services in the fields of energy, infrastructure, environment, and sustainable development. The company works with government institutions, development partners, and private-sector clients to deliver technical solutions that support Cambodia's low-carbon and resilient growth.

2. Objective of the Position

Project Engineer supports the planning, design, implementation, and monitoring of Ecosysco's engineering and technical consulting projects. The position ensures that all assigned tasks are completed in compliance with project requirements, technical standards, safety regulations, and client expectations.

3. Key Responsibilities

The Project Engineer will perform, but not be limited to, the following duties:

1. Project Planning and Design
 - Assist in preparing technical proposals, drawings, and design documentation.
 - Support the development of bills of quantities (BOQ), specifications, and cost estimates.
 - Contribute to feasibility studies, energy assessments, and site surveys.
2. Project Implementation and Supervision
 - Support project execution in accordance with approved plans and schedules.
 - Supervise contractors or field teams during installation, construction, or testing activities.
 - Ensure compliance with relevant codes, standards, and environmental and safety regulations.
3. Data Collection and Analysis
 - Conduct on-site measurements, equipment performance testing, and data verification.
 - Prepare field reports, photographs, and progress documentation for management and clients.
4. Quality Assurance and Reporting
 - Monitor the quality of deliverables and provide technical inputs to ensure compliance.

- Prepare periodic progress reports, completion reports, and technical presentations.
- Coordinate with clients, suppliers, and project partners to resolve technical issues.

5. Administrative and Coordination Support

- Maintain proper records of project files, drawings, and correspondence.
- Participate in project meetings, internal reviews, and training activities.
- Support procurement processes and documentation as required.

4. Qualifications and Experience

- Bachelor's degree in electrical, mechanical, mechatronic, civil, or environmental engineering, or a related field.
- Proficiency in AutoCAD, MS Office, and other relevant engineering tools.
- One year of relevant professional experience in engineering, project implementation, energy systems, or infrastructure works is merit.
- Knowledge of renewable energy, energy efficiency, or sustainable infrastructure is an advantage.
- Strong analytical, organizational, and reporting skills.
- Ability to work effectively in a multidisciplinary team and travel within Cambodia when required.
- Women are encouraged to apply.

5. Deliverables

- Technical drawings, specifications, and reports assigned.
- Progress and completion report on project activities.
- Site visit and inspection reports, including data records and photos.

6. Duration and Supervision

This is a full-time position under Ecosysco's employment framework. The Project Engineer reports directly to the Director of Engineering / CEO and works in close coordination with technical teams and project stakeholders.

7. How to Apply:

Qualified candidates are encouraged to apply, citing the info below. Candidates will be reviewed until suitable ones are found and selected.

Subject: **APE Application: Candidate Name**

E-mail: contact@ecosysco.asia

Attachment: **Updated CV and motivation letter** demonstrating how you are best fit to the TOR.

Ecosysco Address: