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Career Opportunity

We are looking for an Asstt. Manager-Marketing with good academic background. The incumbent must be a science/ commerce graduate having at least 4 years experience in the relevant field and age should be in thirties.

Please apply with detailed resume or may walk-in for an interview from 2 PM - 4 PM, Saturday to Thursday. Application(s) will be kept strictly confidential.

Please Contact : Moniruzzaman

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Job Vacancy

Family Health International (FHI) is a dynamic organization working worldwide to address comprehensive health issues and their consequences. FHI Bangladesh is implementing a project focused on addressing HIV and AIDS in Bangladesh through research, program implementation, technical assistance and capacity building.

FHI Bangladesh is looking for:

- A Program Officer - Client of Sex Workers (CSW)**
Requirements:
 - Masters degree in social sciences or public health or equivalent work experience level;
 - At least 3 years experience with targeted interventions for HIV/STI among vulnerable groups especially clients of sex workers;
 - Meaningful program experience working with uniformed services and in workplace-based interventions;
 - Experience with supervision of NGOs and CBOs in Bangladesh;
 - Proven ability to manage projects and contracts/sub-agreements;
 - Ability to manage and work independently and effectively;
 - Good team player;
 - Good oral and written communication skills in both English and Bangla;
 - Willingness to travel frequently outside of Dhaka.
- A Program Officer - Sex Workers (SW)**
Requirements:
 - Masters degree in social sciences or public health or equivalent work experience level;
 - At least 3 years experience with targeted interventions for HIV/AIDS/STI among vulnerable groups, especially sex workers.
 - Meaningful experience with high risk groups, especially sex workers;
 - Experience with supervision of NGOs and CBOs in Bangladesh;
 - Proven ability to manage projects and contracts/sub-agreements;
 - Ability to manage and work independently and effectively;
 - Good team player;
 - Good oral and written communication skills in both English and Bangla;
 - Willingness to frequently travel outside of Dhaka.
- A Receptionist cum Secretary**
Requirements:
 - Bachelor degree in English or related subject with at least 2 years of experience in telephone operations and administrative tasks;
 - Excellent communication skills in both written and spoken English and Bangla;
 - Proven ability to handle a PABX system;
 - Ability to re-direct calls, take effective messages and make appointments with discretion and tactfulness;
 - Ability to handle telephone calls and visitors simultaneously;
 - Proven ability to handle administrative tasks (procurement, travel, leave files etc);
 - Ability to manage and work independently and effectively;
 - Good team player;
 - Prior experience working with international NGOs.
- An Accountant**
Requirements:
 - Bachelor degree in accounting/business related subject with at least 2 years of experience in accounting area;
 - Extensive training in accounts management;
 - Ability to maintain accurate and complete accounting records;
 - Ability to handle accounting computer software packages;
 - Prior experience working with international NGOs;
 - Sound knowledge of Accounting including USAID regulations;
 - Ability to manage and work independently and effectively;
 - Good team player;
 - Good spoken and written English and Bangla.

Interested candidates should complete an application form to be obtained from the Manager - Admin and HR, FHI Bangladesh, House # 5, Road # 35, Gulshan-2, Dhaka. Fax: 02 - 9887563 or hr@fhi.org. The completed application form should be submitted together with a CV on or before December 26, 2003 to the Manager - Admin and HR

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