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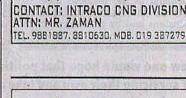
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A Program Officer - Sex Workers (SW) Masters degree in social sciences or public health or equivalent work experience level; At least 3 years experience with targeted interventions for HIV/AIDS/STI among vulnerable groups, especially sex workers.

Willingness to travel frequently outside of Dhaka.

A Program Officer - Client of Sex Workers (CSW)

Meaningful experience with high risk groups, especially sex workers; Experience with supervision of NGOs and CBOs in Bangladesh;

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Masters degree in social sciences or public health or equivalent work experience level;

Proven ability to manage projects and contracts/subagreements; Ability to manage and work independently and effectively Good team player;

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 oral and written communication skills in both English and Bangla;

Good oral and written communication skills in both English and Bangla; Willingness to frequently travel outside of Dhaka. A Receptionist cum Secretary Requirements

Bachelor

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;

Bachelor degree in English or related subject with at least 2 years of experience in telephone operations

Ability to handle telephone calls and visitors simultaneously; Proven ability to handle administrative tasks (procurement, travel, leave files etc);

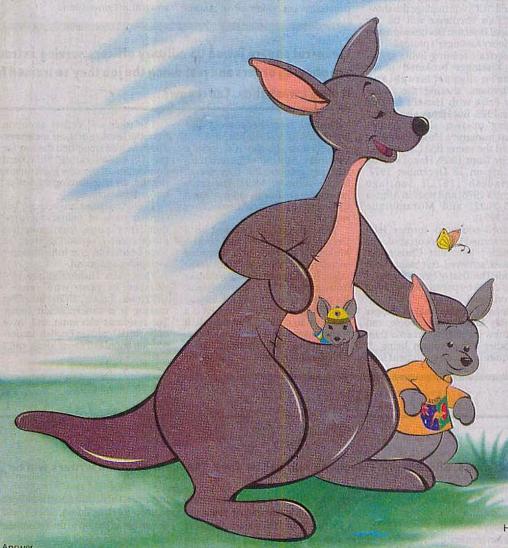
Ability to manage and work independently and effectively; Good team player; Prior experience working with international NGOs. An Accountant

Bachelor degree in accounting/business related subject with at least 2 years of experience in accounting Extensive training in accounts management;

Ability to maintain accurate and complete accounting records; Able 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 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@fhidhaka.org. The

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