



**JOB VACANCIES**

UNFPA Bangladesh is looking for dynamic professionals for the following positions. These recruitments will be for different projects under the current country programme.

**Position:** National Programme Officer- Strategic Development (PRSP/SWAP/MDGs/Strategic Direction)  
**Level:** NO B

**Job profile:** The NPO will play a lead role in the areas of PRSP, SWAP, MDGs and Poverty Mapping. The NPO will work on these issues keeping close contact with the government, civil society and development partners. The NPO will undertake in-depth analysis of economic issues and specially work on strategic thinking, cost benefit analysis, identifying poor.

**Qualification and Experience:** Masters degree in Economics, Population Science, Demography, Health Economics, Public Health or other relevant field. At least 10 years professional experience with proven managerial and leadership abilities in programme design, planning and implementation with relevant experience in the above areas.

**Position:** National Programme Officer - Monitoring & Evaluation/ Programme Analyst Research  
**Level:** NO B

**Job Profile:** The NPO will be responsible to design and assist in monitoring of programmes, projects, disseminating lessons learnt, best practice and replicable strategies. S/he would develop a MIS, data bank and ensure regular monitoring flow of information for projects and other relevant sources. The NPO will develop a monitoring and evaluation agenda for the country programmes. S/he will coordinate research activities and help project personnel to analyze data and suggest strategic interventions to management.

**Qualification and Experience:** Masters degree in Statistics, Economics, Demography, Health Economics or other related social science/ RH field. At least 10 years professional experience with proven managerial and leadership abilities in developing monitoring and evaluation check list/guidelines, conducting /coordinating research. Experience in writing papers and presenting research findings in professional meetings/ seminars is desirable.

**Position:** National Programme Officer - Youth and HIV/AIDS  
**Level:** NO B

**Job Profile:** The NPO will substantively contribute to the effective management of UNFPA activities in the areas of Adolescent and Youth SRH including HIV/AIDS. S/he analyses and assesses the situation and provides inputs to project formulation, implementation, evaluation, and joint programming initiatives. The NPO facilitates the work of consultants, advisors and experts and liaises with Government, multilateral and bi-lateral donor agencies, NGOs and civil society to address emerging issues on youth and HIV/AIDS.

**Qualification and Experience:** Master's degree in Social Sciences, Education or Public Health. At least 10 years professional experience with proven managerial and leadership abilities in programme design, planning and implementation with youth and HIV/AIDS programme focus. Analytical skills and experience in dealing sensitive issues are desirable.

**Position:** National Programme Officer - Gender  
**Level:** NO B

**Job Profile:** The NPO will guide and facilitates the process of mainstreaming and incorporating gender in UNFPA's programme by monitoring results achieved in the implementation. S/he analyzes population and development, poverty, RH issues from gender perspectives. The NPO will also analyze and interpret the existing policy paper, strategy documents, national plans and development frame works.

**Qualification and Experience:** Masters degree in Development Studies, Women and Development, Social Sciences or other fields related to gender and experience in gender dimensions of programming and training. At least 10 years professional experience with proven managerial and leadership abilities in programme design, planning and implementation with gender focus. Experiences in financial management capacity are desirable.

**Position:** National Programme Officer - Communication  
**Level:** NO B

**Job Profile:** The NPO will play a key role in taking forward the UNFPA mandates and priorities. S/he will further strengthen and expand the advocacy role of the organization. The incumbent will provide technical assistance to all UNFPA supported projects on designing and implementing and monitoring communication and advocacy component and will be responsible for corporate reports and communication.

**Qualification and Experience:** Masters degree in Mass Communication & Journalism, Education, Public Health or other related areas. At least 10 years professional experience preferably in the filed of advocacy, journalism, development communication in the public or private sector.

**Position:** National Programme Associate - IT  
**Level:** GS 7

**Job Profile:** The incumbent will be responsible for maintaining IT infrastructure, systems and resources and providing technical support services in installation/relocation, trouble shooting, maintenance and inventory of all ICT equipment and resources. Assists in maintaining LAN and Internet communication infrastructure for the office; take system backup for the office etc., and implementation of ERP.

**Qualification and Experience:** Bachelor degree in IT or MIS related field with demonstrated work experience in managing and maintaining a similar IT environment. 8-10 years of professional working experience in the area is required.

**Position:** National Programme Associate - Human Resources  
**Level:** GS 7

**Job Profile:** The NPA Human Resource look after CO human resources management as may be required specially in relation to recruitment, promotion, training, knowledge sharing, etc. The incumbent will also be responsible for strategic thinking and multi-bi, if required. S/he must foster a collaborative, client-oriented approach towards the programme team in the office and the UN community, and support effective communication and co-

operation among the staff members.

**Qualification and Experiences:**

Bachelor degree in Business Administration, Public Administration, Economics, human resources or related field is preferable. 8-10 years working experience with the public or private organization in human resources and training.

**Position:** National Programme Associate - Population Development Strategies  
**Level:** GS 7

**Job Profile:** The NPA-PDS will be responsible for implementing /assist in implementing identified strategies for the UNFPA country office in line with UNFPA's mandate and CP priorities. Assists in building up the capabilities within the office in pursuing the country office's population strategies including training activities, information dissemination and keeping updates of, relevant data base. Continuously reviews the quarterly and annual work plans along with the budgets and initiates measures as directed by the supervisor. Compiles data/information, maintains data bank and undertake primary analysis and participates in the identification of areas for future UNFPA support. Works on ICPD POA and ICPD +10.

**Qualification and Experience:** Bachelor's degree in Population Science, Demography or other related social science field is preferable. 8-10 years of relevant experience in the public or private sector is required.

**Position:** National Programme Associate - Documentation/Registry  
**Level:** GS 5

**Job Profile:** The NPA will be responsible for setting up a small documentation center and keeping the documents, journals, research papers in place. S/he will also be responsible for all local and international incoming/outgoing communications (documents/reports/ correspondences) via hard copy, tele fax and e-mail as required in the day to day operation of the office and ensuring their proper coding, docketing, marking, routing and filing. S/he will also be responsible for pouch.

**Qualification and Experience:** Bachelor's degree in information/library science or any other related social science field. 5-8 years professional experience preferable in documenting with the public or private sector.

**Position:** National Programme Associate - Finance  
**Level:** GS 5

**Job Profile:** The NPA Finance ensures the effective functioning of financial operations and systems in support of the programme and office management. S/he works closely with programme and project staff providing financial monitoring and analysis of projects and advising managers on expenditure trends and implementation rates. Maintains multi-bi matrix and monitors.

**Qualification and Experience:** Bachelor's degree in Business Administration/ Finance/ Accounting. 5-8 years of relevant experience in the public or private sector.

UNFPA Bangladesh is also looking for dynamic professionals for the following likely vacancies:

**Position:** Project Coordinator  
**Level:** NO B (negotiable)

**Job Profile:** The Project Coordinator will be responsible to initiate, coordinate and oversee all aspects of managing program implementation. S/he will liaise with UN agencies, key government and non-government officials in all aspects related to the project implementation and bringing about synergetic effects.

**Qualification and Experience:** Postgraduate degree related to safe motherhood and experience in institutional development. At least 10 years professional experience with proven managerial and leadership abilities in program design, planning and implementation. Experience in working with public sector and financial management capacity are desirable.

**Position:** Accountant/Secretary (2 posts)  
**Salary:** Tk 24,000-30,000 per month  
**Duty Station:** 1 post at Dhaka & 1 post at Tangail

**Job Profile:** Accountant/Secretary will be responsible for book-keeping, maintain cash flow of the project, prepare petty cash statement on a periodical basis for replenishment and also will take care project's inventory following UN rules and procedures.

**Qualification and Experience:** Must have a bachelor degree in commerce with at least five years experience at similar position. Experience to work for NGOs or UN agencies will be given added advantage.

**Position:** Short Term National Consultant for HIV/AIDS costing  
**Duration of assignment:** 6 weeks  
**Salary:** Lump-sum Taka 150,000/- (50% Advance and 50% on completion)

**Job Profile:** The person will assist an International Consultant in conducting a cost analysis study on HIV prevention in context of adolescent reproductive health. S/he would also assist in developing module for orientation training of Program managers from ministries and NGOs working with adolescent people and HIV prevention aspects, in costing tools and discussion on costing studies. The consultant would also conduct orientation training for key policy makers and programme managers on benefits and limitations of costing tools and utilization of ASRH and HIV costing study for evidence based programming.

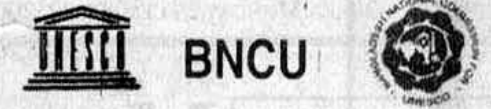
**Qualification and Experience:** Masters degree in the field of Health Economics, Financial management, Masters in Social Sciences or Public Health; relevant degree or diplomas at postmasters' level will be preferred. The candidate must have a proven track record evidencing at least 5 years experience in the field of costing of services and Cost analysis studies in public, private or in the NGO sectors. S/he must have sound knowledge about the on-going HIV

projects in Bangladesh. Candidates must have experience in cost analysis study on HIV prevention and RH. Excellent communication skills in English and Bangla are required. Computer literacy in word, excel, power point a must.

**Submission of application**

Application along with curriculum vitae/P11 should be submitted to the UNFPA Representative, IDB Bhaban (15<sup>th</sup> floor), E/8-A, Begum Rokeya Sharani, Sher-e-Bangla Nagar, Dhaka on or before 04 January 2004. **Please mention on the envelope the post applied for.**

- Qualified female candidates are encouraged to apply.
- Only short listed candidates will be contacted.
- Any form of persuasion will be treated as disqualification.
- The salary will be according to the UN national pay scale at mentioned level. UNFPA has the right to appoint a person at lower level, if his/her competency matches.
- Detail job profile/terms of reference for each of the position could be downloaded from the website: [www.unfpa-bangladesh.org](http://www.unfpa-bangladesh.org)



**Bangladesh National Commission for UNESCO**  
Telephone : 880-2-8616365, Ministry of  
8627968, 8627969 - Education  
Fax : 880-2-8613420 1, Asian Highway  
E-mail : [bncu@bdcom.com](mailto:bncu@bdcom.com) Palassy-Nilkhet  
Website : [www.bncu.org](http://www.bncu.org) Dhaka-1205

**Notice**

**Subject: UNESCO prize for Peace Education, 2004.**

1. UNESCO prize for peace education will be awarded annually for the 24<sup>th</sup> time in 2004.
2. The aim of the prize is to promote all forms of action designed to construct the defences of peace in the minds of men.
3. The prize is intended to honour an individual, a group of individuals or an organization who has made a notable contribution in the following fields:
  - the mobilization of consciences in the cause of peace;
  - the implementation, at regional and international level, of programmes of activity designed to strengthen peace education by enlisting the support of public opinion;
  - educational action to promote human rights and international understanding etc.
4. The prize shall be worth approximately US \$60,000, the exact amount to be decided each year on the basis of the interest accruing from the fund.
5. Interested persons may collect the guideline and form at the cost of Taka 30/- for the submission of candidature from Bangladesh National Commission for UNESCO (BNCU), 1 Asian Highway, Palassy-Nilkhet, Dhaka-1205 during office hours. All submissions must reach BNCU by 14 January 2004.

**Shahnaz Begum**  
Programme Officer  
Phone: 8627969  
DFP-28759-8/12/03  
G-841

**INVITATION NOTICE**  
BANGLADESH GAS FIELDS COMPANY LIMITED  
(A COMPANY OF PETROBANGLA)  
COURT ROAD, BRAHMANBARIA-3400  
BANGLADESH  
DRILLING OF NEW WELLS AT TITAS GAS FIELD  
**INTERNATIONAL INVITATION FOR SUBMISSION OF PROPOSALS FOR CONSULTANCY SERVICES**

- Invitation No: BGFC/DP(Sv)/001 Date: December 18, 2003  
Bangladesh Gas Fields Company Limited (BGFCL) is a state owned company of Bangladesh Oil, Gas & Mineral Corporation (Petrobangla). It is the largest gas production company in the country and owns 7 gas fields namely Titas, Habiganj, Sakhrabad, Kamta, Narsingdi, Meghna and Feni. Of them Titas is the largest gas field and is located in Brahmanbaria district, some 100 km from the capital city of Dhaka. To increase production capability as well as appraise the field, the aforesaid project "Drilling of New Wells at Titas Gas Field" has been taken-up.
2. The project will be financed from Company's own resources. The foreign currency requirement will be met through procuring cash foreign exchange.
  3. Under scope of the project 2 nos. appraisal-cum-development well (approx. depth 3000 meter) will be drilled at Titas gas field and gas gathering pipelines to connect these wells with the existing gas processing plants of this field will be constructed.
  4. The company intends to engage international consulting firms to assist the company in implementation of the project. Services of consultants in the following categories will be required:

Category of Consultants	No	Person-month
i) Drilling Supervisor	01	08
ii) Petroleum Engineer (Drilling & Completion)	01	04
iii) Petroleum Geologist	01	04

5. The company now invites reputed international consulting firms with experience in drilling & completion of oil & gas wells to submit proposal under single stage two envelopes system for providing consultancy services under the project.
6. Details of services to be provided, the conditions of services, the information to be furnished with the proposal, mode of submission of proposal, selection procedures etc. are provided in the invitation document.
7. The invitation document will be available from 01.01.2004 between 0900 hrs and 1500 hrs (BST) on all working days (Sunday to Thursday) on payment of Tk. 2,500.00 (Bangladesh Taka two thousand five hundred only), which is non-refundable, at the following address:  
Bangladesh Gas Fields Co. Ltd.  
Liaison Office  
Road # 6, House # 75  
Old DOHS, Banani  
Dhaka-1213  
Bangladesh  
Invitation document will be sold up to 29.01.2004 and no extension in closing date for selling of invitation document will be allowed.
8. Interested firms shall submit proposals to the Liaison Office, Dhaka of BGFC at address above before 1100 hrs (BST) of 31.01.2004. Technical proposals will be opened in presence of the representatives of the participating firms, if any, on the same day at 1130 hrs (BST).
9. No extension in the closing date and time for submission of proposals will be allowed by BGFC on any account and the proposal received after the deadline for submission will be returned un-opened.
10. Proposals must remain valid for a period of 120 days from the last date of submission.
11. BGFC reserves the right to accept or reject any proposal and to annul the bidding process and reject all proposals at any time prior to signing of the agreement, without thereby incurring any liability to the affected firm(s) or any obligations to inform the affected firm(s) of the ground for such action.

The aforesaid invitation notice is also available at Petrobangla website @ [www.petrobangla.org](http://www.petrobangla.org)  
PRS-09/54(Development)/03  
GD-1127 **Dy General Manager (Development)**