FLAT TO-LET

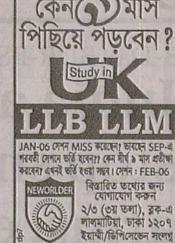
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ফোন ৮১২৬৯৩০, ৯১২০১৮৩, ০১৭২ ৫৫০২৩০



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ANNUAL GENERAL MEETING

The Forty Eight (48th) Annual General Meeting for the year 2005 of the Bangladesh Flying Academy and General Aviation Ltd., Dhaka will be held on Monday 30th January, 2006 at 1800 hours (6 P.M) at Bangladesh Flying Club Complex, Zia International Airport, Kurmitola, Dhaka-1229.

(CAPT. MOHAMMAD G.R. NASIR) Honorary Secretary

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VACANCY

The executing agency of CIDA supported "Policy Leadership and Gender Equality" (PLAGE II) Project invites applications from suitable candidates for the position of Administration Manager. The Administration Manager will be responsible for the management of administrative and financial operations of the executing agency's local office.

Dynamic and motivated individuals with the following qualifications may apply

- Excellent working relations with colleagues;
 - At least 3 years work experience related to:
 - Administration (e.g., maintaining filing system, hiring and supervision of administration/ support staff, etc.);
 - Finance/Accounting/Fund Management (e.g. verification of financial reports, expense claims, debit vouchers and payments, etc.);
 - Procurement and Logistics (e.g., procurement and maintenance of project assets, identification of service requirements and liaison with service providers, etc.);
- Proficiency in written and spoken English is essential;
- Excellent computer skills with ability to work in MSWord and Excel;
- Preferably a Master's Degree in Commerce, Business Administration or other related

Persons meeting the above requirements may send their applications with an updated CV including names and contact information of at least three referees to: Field Manager (Operations), PLAGE II, House # 12, Road # 54/A, Gulshan-2, Dhaka-1212. Please write "Application for the Position of Administration Manager" on the envelope.

The closing date for receipt of application is January 23, 2006.

Job description will be available on request at: Mushtague. Hossain@cidapsudhaka.org

Only short-listed candidates will be contacted for interview.

DHAKA INTERNATIONAL

Bangladesh China Friendship Conference Center, Dhaka. March 16-18, 2006

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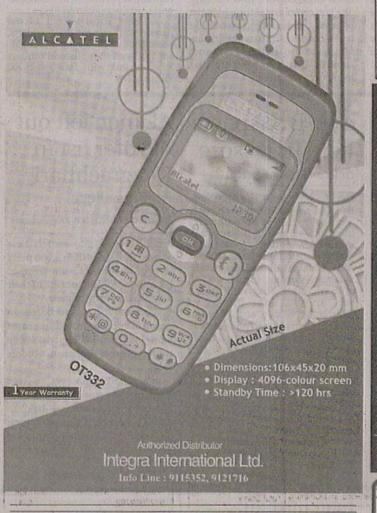
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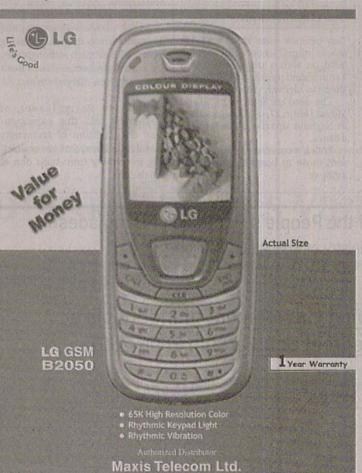
30TH ANNIVERSARY OF DEA **MOHAMMAD SIRAJUD**



He was the founder Chairman & Managing Director of Modhumita Group, Sirco Soap & Chemical Industries, Kohinoor Jute Mills Ltd. and Director of Standard Bank of Pakistan and Standard Insurance Ltd Though he is not in this world, he lives in our hearts, in our minds, in our memory.

A Milad Mehafil will be held Today the 8th January 2006. All friends, relatives & well wishers are requested to pray for the salvation of the departed soul.





INDEPENDENT UNIVERSITY, BANGLADESH (IUB)

Purchase Office
House 3 Road 10 Baridhara Dhaka 1212.
Tel: 9884498, 9881681, 9881917

Tender for Internet Bandwidth Access

Sealed quotations are invited from the bonafide suppliers for providing the service of total 512 kbps (uplink and downlink) Bandwidth for Internet Access to Independent University Bangladesh (IUB) as per the terms and conditions mentioned in the tender schedule. Interested bidders are requested to purchase tender schedule from the Purchase Office on payment of Tk.2000/- (non-refundable) to Accounts dept. at 58 Park Road, Baridhara in the form of cash on Sunday through Thursday between the hrs. of 9 a.m. to 4 p.m. till January 19, 2006. The sealed quotations will be received up to 2 p.m. on January 22, 2006 and will be opened on the same day at 2.30 p.m. in the presence of the bidders who wish to remain present. The bid must be accompanied by 2.5% of the quoted value as earnest money in the form of Crossed Pay Order/Bank Draft from any scheduled bank in favour of Independent University, Bangladesh without which the bid shall be

The university authority reserves the right to accept or reject any or all the bids and increase or decrease of the requirements without assigning any reason whatsoever.

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BRAC

CAREER OPPORTUNITY

BRAC is looking for a Press Officer for its Public Affairs and Communications Department who would seek to achieve high visibility of programme-results among civil society, media and donors nationally and internationally and develop in-house capacity to successfully handle media relations.

Major Responsibilities

- Coordinate media activities (site visits, press briefings/releases/conferences) to showcase
- programme results and encouraging stories with national and international media Develop and maintain an effective relationship with national and international media
- Keep an eye for emerging issues/trends/ideas of interest to BRAC in the media/civil
- society and feed into the decision making process Coordinate the grassroots journalism programme called Salma Sobhan Fellowship in
- Journalism for Women

Requirements

- A relevant post-graduate degree from a reputed university
- Hands on experience of working in national or international media/communications department(s) Ability to handle pressure
- Good communication and writing skills

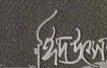
Please apply with a detailed curriculum vitae and two recent passport size photographs to Director - Human Resources , BRAC-HRD, BRAC Centre, 75 Mohakhali, Dhaka-1212 on or before January 17th, 2006. Please mention the position on top of the envelope. Only short listed candidates will be called for the interview.

BRAC is an equal opportunity employer

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