

# Career Opportunity

## Field Health, Safety, and Environment Coordinator

A reputed multinational Oil and Gas company operating in Bangladesh is currently seeking a suitable candidate for the position of Field Health, Safety and Environment Coordinator. Reporting to the HSE Superintendent, the ideal candidate should meet the following criteria.

- 3 years experience implementing, monitoring and improving HSE programs and policies, preferably in the oil and gas sector;
- Knowledge of ISO 14001, OHSAS 18001, or BSI 8800 (or similar HSE operating systems);
- Health, Safety, and Environment qualifications from a recognized institution;
- Fluent in both spoken and written Bangla and English,
- Good computer skills, particularly Windows, Word, and Excel
- Preference given to University Graduates in English or Engineering;

This position is based in the Chattak Field Operation and 3 weeks on, 1 week off Rotation.

Interested candidates meeting the above criteria may apply in confidence within 7 days, giving full referrals and present/expected remuneration to post Box No. 6124, Gulshan Post Office, Gulshan, Dhaka 1212.

in oil & gas

### WANTED GRADUATE CIVIL ENGINEERS

Graduate Civil Engineers with 3-10 years experience in-  
 i) bridge / road construction supervision - 10 Nos.  
 ii) testing of materials in highway projects- 5 Nos.  
 Please contact immediately with CV for Walk-in Interview:  
**M.S. Gazi**  
 Director, Development Design Consultants Ltd.  
 'DDC Centre', 47 Mohakhali C/A, Dhaka-1212 Tel: 988 0382

### Construction of Ahsania Mission Cancer Hospital

is in progress at Sector-10, Uttara, Dhaka with support from people & organizations  
**The World Class 500-bed Hospital costing Tk.150 Crores needs your help for completion**

**Please extend your generous hands**

Donations are exempted from Income Tax



Dhaka Ahsania Mission House # 19, Road # 12 (New), Dhanomdi, Dhaka. Phone: +8119521-22, 8115909, Fax: 8113010 E-mail: dambgd@bdonline.com

## Motijheel Model High School & College

Motijheel Govt. Colony, Dhaka.

### Notice Invitation for Re-Tender

1. Project Name	Construction of New building (9 <sup>th</sup> storied) Motijheel Model High School & College at Motijheel Govt. Colony, Dhaka.
2. Source of Funds	School & College won source.
3. Tender Package No.	02/2005-2006
4. Invitation for Tenders Ref. & Date	Tender Notice No. 02/2005-2006 Dt. 19/01/2006
5. Tendering Method	Open Tender Method.
6. Tender Name	Construction of New building (9 <sup>th</sup> storied) Motijheel Model High School & College in/c. Sanitary & water supply arrangement & Electrification work at Motijheel Govt. Colony, Dhaka. During the year 2005-06.
7. Time for completion of	18 months.
8. Eligibility of tenderer	As mentioned in Tender Document and shall meet the following qualifying criteria : (a) Minimum 5 (five) years general experience. (b) Must have completed minimum 1 (one) number of Building Construction work of at least 8 (eight) storied (Residential / non residential) amounting to Tk. 200 (Two hundred) lacs under Govt. / Semi Govt./ Autonomous organization including Electrical works having A.B.C. license with supervisor. BC Lincence holder the tenderers shall have to furnish certificate in this respect from officers not below the rank of Executive Engineer under whom the certifying work has been done. (c) Liquid Assets or Cash flow : To meet minimum cash-flow requirement, as provided in TDS (Section-2). (d) Average Annual Turnover : Required minimum average annual turn over, as provided in TDS (Section-2). (e) Bidding Capacity : Should be more than the Tender price, as provided in TDS (Section-2). (f) Bank Statement to be submitted with tender for two years. (g) The Tenderer with a consistent history or litigation or a number of arbitration awards against it, shall not be eligible to Tender. The tenderer shall supply the information requested in Para-3.4 of the tender Information Sheet (Form W-2). The Tender shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices in accordance with IIT Sub-clause-3.2.
9. Price of Tender Document	Tk. 5,000/=
10. Amount of Tender Security	Tk. 9,00,000/= (In the form of B.D. / D.D./P/O.)
11. Name and address of the Offices Selling Tender Document	1. Office of the Chairman, Governing Body, P.S. to Honourable Minister, Housing & Public Works, Bangladesh Secretariat, Dhaka. College, Motijheel Colony, Dhaka. 2. Office of the Principal, Motijheel Model High School & College, Motijheel Colony, Dhaka. 3. Office of the Executive Engineer, Motijheel PWD Division, Segunbagicha, Dhaka. 4. Divisional Commissioner, Dhaka Division, Dhaka.
12. Name and address of the Offices Receiving Tenders	1. Office of the chairman, Governing body, P.S. to honourable Minister, Housing and Public works, Bangladesh Secretariat, Dhaka. 2. Office of the Principal, Motijheel Model High School & College, Motijheel Colony, Dhaka. 3. Office of the Executive Engineer, Motijheel PWD Division, Segunbagicha, Dhaka. 4. Divisional Commissioner, Dhaka Division, Dhaka.
13. Name and address of the Office Opening Tenders	Office of the Principal, Motijheel Model High School & College, Motijheel Colony, Dhaka.
14. Last Date and Time for Selling Tender Document	During office hours up to 14/02/2006
15. Last Date and Time for Submission of Tender Document	15/02/2006 up to 12-00 noon.
16. Date and Time for Opening Tenders	Tender will be opened on 15/02/2006 at 3.00 PM. before the Tenderer opening committee at the office of the undersigned. Indenting tenderer may remain present during opening tenders. Tenderer authorised representatives are also allowed to attend.
17. Special Instruction :	a) Rate must be quoted both in figures & words for each items of works where the rates shown in the schedule. b) If the tenderer whose results in the lowest evaluation tender price is more than 5% (five percent) less than the Engineers Estimate tenderer will have to produce than detail price analysis for all items of works to demonstrate the internal consistency for those prices with the construction methods & schedule proposed. After evaluation the price analysis the tenderer will have to pay additional performance security amounting to 10% (ten percent) of contract price in form of unconditional & irrevocable Bank guarantee to protect the authority against financial loss in the event of default of the successful tenderer under contract. Validity of the Bank guarantee - 24 months. c) The undersigned reserves the right to accept or reject any tender without assigning any reason whatsoever. This tender notice is brief and the details of the tender can be seen from the office of the undersigned during office hours. d) Tender documents to be submitted in three copies of which one is original and other two will be copy of original. e) Furnishing of any false misleading documents shall result in rejection of tender and may lead to forfeiture of tender security and action against tender under regulation 15 of PPR 2003.
18. Brief description of works	Construction of New building (9 <sup>th</sup> storied) Motijheel Model High School & College in/c. Sanitary & water supply arrangement & Electrification work at Motijheel Govt. Colony, Dhaka. During the year 2005-06.

Zinat Sultana  
Principal-In-Charge

Motijheel Model High School & College  
Motijheel Govt. Colony Dhaka-1000.

## CAREER OPPORTUNITY

Hong Kong based Multinational Group into garment exports, having significant presence in Asia, requires following accounting professionals for immediate appointment in a large and modern plant in Dhaka, for garment manufacturing and other associated operations like washing, embroidery etc.

1. Chief Accountants / Sr. Accounts Managers
2. Managers / Asstt. Managers
3. Sr. Accounts / Accounts

### Qualifications and Experience for Chief Accountant / Sr. Manager Accounts:

- A qualified chartered accountants or cost & Management Accountant.
- 10 Years' plus experience of which at least 5 years should be in manufacturing industries in the areas of Accounting including audit and finalization of P & L, Balance Sheet and Cash Flow Statements, Banking and funds management, Costing and Budgeting, Financial MIS, Corporate and Personal Income Tax, Liaison with Bangladesh Bank, BOI and other relevant authorities.
- The candidates must be computer savvy, and hands-on proficiency in EXCEL is a must.
- Good communication skills, both verbal and written.
- Candidates having experience in large and reputed Companies only need to apply.
- Salary will not be a limiting factor for the right candidate.

Candidates with lesser qualification and experience will be accordingly considered for the position of Manager, Assistant Manager, Sr. Accountant and Accountant.

If you meet the above criteria and would like to join hands with a leading group as ours, please forward your bio-data along with contact number and recent photograph to email id [jobs@epicdesigners.com](mailto:jobs@epicdesigners.com) within 7 days.

## TO-LET AT GULSHAN

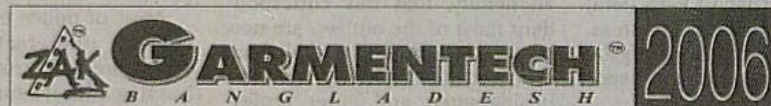
APT. - 5A, 5B & 5C

Furnished Apartment  
 3 Bed Rooms, Marble Floor  
 Al-along Occupied by Foreigners.  
 Available for rent from Mid-February-2006.  
 House # 27, Road # 103, Gulshan-2  
 Enquire inside - Manager, Green Leaf or  
 Ring - Mr. Alam, 9884178, 0173-018471

## LAST DAY TODAY

Attn : Garment Exporters / Manufacturers/ Buying Houses / Agents / Distributors ...

## 5th International Apparel & Knitting Technology & Accessories Trade Show of Bangladesh



18-21 January

Bangladesh - China Friendship Conference Centre,  
 Sher-e-Bangla Nagar, Dhaka.

### Over 1000 brands 20 Countries

Creating a new history of apparel machinery trade show in Bangladesh

200 Exhibitors over 400 stalls  
 Organised exhibition venue of over 20,000 sq.mtr

World class products of Garment Machinery from China, Japan, Korea, Taiwan, Germany, Turkey, Italy etc.,



### New Technology ! New Companies !! New Products !!!

Organised by  
**ZAK TRADE FAIRS & EXHIBITIONS PVT. LTD. / ZAKARIA ENTERPRISES LTD.,**  
 BJA Bhaban, Ground Floor, 77 Motijheel Commercial Area, Dhaka-1000 Tel : 880-2-716 8389, 9560 009, 716 9484 Mobile : 0171- 532 312 Fax : 880-2-955 1907 email : zel@bdcom.com

[www.zakgarmentech.com](http://www.zakgarmentech.com)

## Directorate General Defence Purchase

Ministry of Defence

New Airport Road, Tejgaon, Dhaka-1215

### Re-Tender Notice

3. Sealed tenders are invited in local/foreign currency from bonafide manufacturers/dealers/suppliers/indentors (enlisted firms) for supply of the following items for Bangladesh "Army":

Ser No	Nomenclature	Date of selling		Date of opening	Currency	Tender No
		From	To			
a.	Accessories for Pump Reciprocating no. 6 Quantity-05 line items (6 <sup>th</sup> time)	29-01-2006	08-02-2006	12-02-2006	Local	1291/P-7
b.	Structural Mechanical Lab, Quantity-09 line items (2nd time)	29-01-2006	16-02-2006	19-02-2006	Foreign	1312/P-7
c.	Structural Mechanical (SM) Lab, Quantity-01 line item (2nd time)	29-01-2006	16-02-2006	19-02-2006	Foreign	1313/P-7

2. Tender schedule with details specifications/conditions will be available on payment as per I/T selling rate (not refundable) during office hours between 0800 to 1300 hours. The tender can be dropped latest by 1000 hours and opened at 1005 hours on the specified date of opening in presence of all tenderers (if present).

Lt Col  
 For Director General

## careers @ PAXAR

Paxar Corporation is a US based Multi National with a Global network of Sales and Production facilities in more than 75 countries. Paxar is the world's largest provider of Garments labels to the Apparel Industry.

Paxar Bangladesh Ltd is one of the latest manufacturing facilities in Paxar's Asia Pacific operations. Established in 2003 under Bangladesh Export Processing Zone Authority, our state of the art ultra modern production complex is located at Dhaka EPZ. The company serves as a one-stop shop for all types of Garment labels for vibrant Bangladesh Garment industry as well as several other countries in the region. To support our expanding operation we are looking for following personnel to be based at our sales and administrative office in Gulshan-1:

If you are committed to making a difference and ready to work in an innovative and challenging environment, then the opportunity is there to join. The successful candidates will be offered an attractive remuneration package and world class working environment. Please apply by email to [recruitment@paxar.com.bd](mailto:recruitment@paxar.com.bd) Your detailed resume should include a recent photograph and names of two non related referees and reach us before 30<sup>th</sup> of January, 2006.

### Human Resources & Administration

• **Human Resources Officer**  
 This position has responsibility to support HR Manager for development task. The candidate should be a Business Graduate from reputed university. However, a Post graduate diploma in HR can be an advantage. 1-2 years experience in Human Resources management is essential. Should have good analytical and communication skills in both written and spoken English.

• **Officer - Administration**  
 The ideal candidate should be a BBA/ B.Com from any reputed university. 1-2 years of experience in office Administrative work is essential. Major responsibilities include office management, employees transport related support, expatriate visa matters and other administrative work. Should be able to work independently, but must be a team player too. Excellent interpersonal skills are vital for the position.

• **Junior Officer - HR & Admin**  
 Smart, courteous and amicable candidate must be a graduate from any reputed university. Prior work experience in secretarial function is an advantage. Should be fluent in both written and spoken English. Good working knowledge in MS Office, especially MS Word, MS Excel and MS Outlook (E-mail) are essential.

### Information Technology

• **IT Administrator**  
 This senior position has dual reporting to the CEO of local operation as well as Head of IT in South Asia. IT Administrator will be responsible for on time IT Administration of the entire company. Excellent Knowledge in administering Windows 2003 Servers, Mails Servers, Programming using Visual Basic, Database applications such as Access, SQL, Networking and hardware are essential. The right person should obviously be very fluent in English.

### Finance

• **Junior Officer- Credit Control**  
 Candidate should be a BBA/ B.Com from any reputed university for this entry level position. Should have good communication skills in English. No prior work experience is required but practical experience in finance related work will be an advantage. Good working knowledge in MS Office is essential.

### Commercial

• **Officer- Import/Export**  
 The ideal Candidate should have a Graduate/Masters Degree in any discipline. This position requires minimum 2 years experience in commercial operations. Knowledge in Import/ Export procedures, handling shipping matters, understanding negotiating documents with banks and BEPZA/ BOI regulations are pre requisites. Good communication skills in English and Bangla and knowledge in MS Office are required.

### Customer Services

• **Customer Services Representative**  
 This job is for achievers who are smart, customer driven and team oriented. BBA/ B.Com from any reputed university is desirable. Previous experience in Customer Service work will be an advantage. Should be able to work under pressure. Capability of effective decision making, planning and organizing are essential. Should have excellent communication skills in both written and spoken English.

• **Order Entry Administrator**  
 Ideal candidate should be BBA/B.Com for this entry level position. No previous experience required. Good working knowledge in computer is a definite advantage. Good concentration skills and attention to detail are pre requisites.