

**Distance Learning Project (DLP)**  
**DIABETIC ASSOCIATION OF BANGLADESH**

**ADMISSION NOTICE**  
**FOR THE CERTIFICATE COURSE ON DIABETOLOGY**

Applications are invited from General Practitioners for admission in the session January-June 2006 of the *Certificate Course in Diabetology*.

The Diabetic Association of Bangladesh with experts from the Open University, UK has introduced this 6-month course through distance learning. The standard of the course is set to create consultant on diabetology.

Prospectus and application form can be obtained at a cost of taka 300.00 only from the office of the Chairperson/Co-ordinator, Certificate Course on Diabetology, Distance Learning Project, Room no. 322-A, 2nd floor BIRDEM, Ibrahim Memorial Diabetes Centre, Shahbagh Dhaka 1000.

Last date of receiving application: 20 February 2006.

**Prof AK Azad Khan**  
Chairman, Distance Learning Project  
Secretary General  
Diabetic Association of Bangladesh

**CAREER OPPORTUNITY**

Sinha/Medlar Group is looking for qualified personnel for following positions in industrial complex at Norshingpur, Ashulia:

**Project Manager**

Should be B.Sc in Civil Engineering and capable to manage construction projects. Sound knowledge on computer is required. Should have a minimum experience of 7 (Seven) years in construction site.

**Junior architect**

Should be B.Sc in Architecture with a minimum experience of 02 (two) years.

**Project Engineer (Civil)**

Should be Diploma in Civil Engineering, Should have experience of working in similar position for at least 5 (five) years in construction sites.

**Project Engineer (Electrical)**

Should be Diploma in Electrical Engineering. Should have experience of working in similar position for at least 5 (five) years. Experience in Garments industry shall be added advantage.

**Project Engineer (Mechanical)**

Should have Diploma in Mechanical Engineering Should have experience of working in similar position for at least 5 (five) years.

**Technician**

Should be qualified in Trade course in Electrical Engineering Should have experience of working in similar position for at least 2 (two) years.

**Medical Officer**

Should be M.B.B.S having affiliated BMA.

**Nurse (male/Female)**

Trained Nurse Candidates having professional experience will be preferred. Deserving candidates are requested to send application with full resume with a passport size photograph to GM (Admin), Medlar Group 4, Darussalam Road, Section-01, Mirpur, Dhaka-1216, by 04 February, 2006

**CORRECTION**

Here are some corrections of an advertisement of Bangladesh Institute of Labour Studies - BILS that published in the Daily Star on its 25th January Issue in page 6. The application submission date for the posts advertised for should be 7th February 2006. And the interview date will be 20th February 2006.

**QULKHANI**



Mr A N M Eusuf, Chairman, KEPZ Corporation, and former Principal Secretary to the Prime Minister, passed away in the early hours of Tuesday, 24th January, 2006. (Inna lillahe wa inna ilaie rajoun.)

The Qulkhani will be held on Saturday, 28th January 2006, after Asr Prayer at his residence: House 33, Road 10A, Dhanmondi. All relatives, friends, and well wishers are requested to attend his Qulkhani and pray for the departed soul.

**Government of the People's Republic of Bangladesh**

Department of Environment  
Dhaka Divisional Office  
Paribesh Bhaban

E-16, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207

Memo No. Paribesh/Biosafety/Subcontract/2006/08 Dated: 25/01/2006

**CORRIGENDUM**

Due to unavoidable circumstance in the Invitation for Expression of Interest (EOI) for Private Agencies/ Firms vide office Memo No. Paribesh/ Biosafety/ subcontract/2006/06 dated: 19/01/2006 published on 21/01/06, the following changes are made:-

At serial No. 8. Only technical proposal are to be submitted instead of the technical proposal and financial proposal.

Sorry for the inconvenience, if any.

**Mahmood Hasan Khan**  
Project Director  
Department of Environment  
Dhaka Divisional Office  
E-16, Agargaon, Sher-e-Bangla Nagar  
Dhaka-1207  
Phone: 911-2490

GD-172

**Government of the People's Republic of Bangladesh**

Department of Environment  
Dhaka Divisional Office  
Paribesh Bhaban

E-16, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207

Memo No. Paribesh/Biosafety/Subcontract/2006/09 Dated: 25/01/2006

**CORRIGENDUM**

Due to unavoidable circumstance in the Invitation for Expression of Interest (EOI) for Government Agencies vide office Memo No. Paribesh/ Biosafety/ subcontract /2006/07 dated: 19/01/2006 published on 21/01/06, the following changes are made:-

At serial No. 8. Only technical proposal are to be submitted instead of the technical proposal and financial proposal.

Sorry for the inconvenience, if any.

**Mahmood Hasan Khan**  
Project Director  
Department of Environment  
Dhaka Divisional Office  
E-16, Agargaon, Sher-e-Bangla Nagar  
Dhaka-1207  
Phone: 911-2490

GD-173

**act:onaid**  
international

**Life-C changing Project.**  
**Life-C changing Role**

International Project Manager  
£34,783 p.a.

In this senior-level role (equivalent to ActionAid County Director), you will co-ordinate our funded contract Disaster Risk Reduction in Schools, a multi-national programme working across Ghana, Bangladesh, Nepal, Haiti, India, Kenya, the UK and Malawi (you will be based in one of these countries). You will take responsibility for its successful delivery, overseeing the relevant budget management and policy work, and leading relationships with key internal and external stakeholders.

With superb leadership skills, you must be able to draw lessons from the project and drive the implementation of new ideas. You will also need a strong track record in large scale project management and some experience of disaster risk reduction. Excellent negotiation, financial, analytical and communication skills are essential, along with proven lobbying expertise.

A good understanding of Education and Emergencies policies is also prerequisite for success. You must have demonstrated your ability to grasp the policy implications of a project, and use this knowledge to influence development on an international scale. Finally, you should be able to travel as required.

For an application form, please visit [www.actionaid.org](http://www.actionaid.org) completed application forms need to be returned to [dr.jhb@actionaid.org](mailto:dr.jhb@actionaid.org)

Closing date: 3rd February 2006.  
Interview date: Early to mid February 2006.

fighting poverty together

[www.actionaid.org](http://www.actionaid.org)



We seek a world of hope, tolerance, and social justice, where poverty has been overcome and people live in dignity and security.

**Invitation - Proposal**

CARE-Bangladesh is inviting proposals from reputed firms/individuals for Well-being Status of Graduated Rural Maintenance Programme (RMP) Women Study.

The proposal should include

- Experience in relevant work
- Organization profile with resume of resource person(s)
- Financial Proposal with detail breakdown
- Procedure/ Techniques proposed (based on SOW)
- Time line

Interested firms/individuals are requested to collect "Scope of Work (SOW)" from CARE-Bangladesh, Pragati RPR Center (8<sup>th</sup> Floor), 20-21, Kawran Bazar, Dhaka-1215, Phone: 9112315 from 9:00 am to 3:30 pm from January 29, 2006. Proposals must be submitted within February 12, 2006 to the General Manager, Human Resource Development & Management (HRD&M). For any clarification please contact Ms. Farzana Bilkes, Program Coordinator, RED Unit, RMP, [farzana@carebangladesh.org](mailto:farzana@carebangladesh.org). CARE-Bangladesh reserves the right to cancel the consultancy work without assigning any reason whatsoever.

**CAREER OPPORTUNITY**

Southeast Bank Limited is a fast growing modern banking institution having a diverse array of carefully tailored customer friendly products and financial services, with a wonderful work-culture in the Bank which unites our people and results in continuous growth in every aspects of Bank's operations.

The Bank is looking for some young, energetic, dynamic and self motivated citizens of Bangladesh of exceptional promise and aptitude who are willing to face the challenges, work hard and contribute in a modern technology driven banking environment for a successful career in banking for recruitment in the positions of **Management Trainee** and **Probationary Officer**. The recruitment criteria are as under:

Name of the Post	Requirement and Compensation Package
<b>Management Trainee</b>	The candidate must be an MBA/MBM from reputed local/foreign institution with minimum CGPA 3.00 and having minimum 10 points throughout the academic career. No 3 <sup>rd</sup> division/class in academic career shall be acceptable.  The selected candidates shall be on probation for a period of 2 years with a present monthly consolidated pay of Tk. 20,000/- for the 1 <sup>st</sup> year and Tk. 22,500/- for the 2 <sup>nd</sup> year. After successful completion of probationary period he/she will be absorbed as an "Executive Officer" as per prevailing compensation package.
<b>Probationary Officer</b>	The candidate should be at least a Master Degree holder in Commerce / Economics / English / Public Administration / International Relations / Political Science / Law / History / Statistics / Mathematics / Physics / Applied Physics / Computer Science or BBA holder with minimum CGPA 3.00 from a recognized educational institution having minimum 9 points throughout the academic career. No 3 <sup>rd</sup> Division/Class and below CGPA 2.75 in academic career shall be acceptable.  The selected candidates shall be on probation for a period of 2 years with a present monthly consolidated pay of Tk. 16,500/- for the 1 <sup>st</sup> year and Tk. 18,500/- for the 2 <sup>nd</sup> year. After successful completion of probationary period he/she will be absorbed as a "Senior Officer" as per prevailing compensation package.

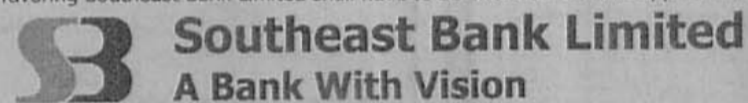
Age: Not over 30 years.

Computer Knowledge in MS Word and MS Excel is essential.

(Calculation of Points: 1<sup>st</sup> Division/class and CGPA 3.00 & above = 3 points, 2<sup>nd</sup> Division/class and CGPA 2.75 to 2.99 = 2 points.)

Eligible and interested candidates are requested to send their application with complete resume mentioning Name, Father's Name, Mother's Name, Date of birth, Age as on 31-01-2006, Mailing address, Permanent address, Home District, Contact Telephone number (if any), Marital status, Religion, Nationality, Educational Qualifications (Name of degree, Name of Institution, Year, Result), other Qualification, Computer Literacy, Name of 2 referees along with 3 (three) copies of recent passport-size photographs, attested copies of all academic certificates including transcript (s) addressed to the Executive Vice President, Human Resources Division, Southeast Bank Limited, Head Office, 1 Dilkusha C/A (3<sup>rd</sup> Floor), Dhaka-1000 in a sealed envelop mentioning the Post applied for within 26.02.2006.

A Payment Order / Demand Draft for Tk. 200/- (two hundred) only (Non-refundable) issued from any scheduled Bank favoring Southeast Bank Limited shall have to be enclosed with the application.



Office of the Representative  
United Nations Children's Fund  
Bangladesh Country Office  
GPO Box 58  
BSL Office Complex (3rd floor)  
1 Minto Road, Dhaka-1000  
Bangladesh

Telephone: 880 2 9335802,  
880 2 9336701-10  
Telefax: 880 2 9335641-42  
[www.unicef.org](http://www.unicef.org)

**"Expression of Interest" for Graphic Designing Services**

UNICEF-Bangladesh wishes to shortlist established/reputable Graphic Designing (GD) companies having minimum 3 years professional work experience with appropriate equipments/software. The short-listed companies (based on the review of the information provided) would be invited to participate in a bid for providing Graphic Designing services under Long Term Arrangement. Interested Graphic Designing companies are requested to provide information with supporting documents (on their official letterhead) in the following manner:

Registered Name and Address	
Telephone & Mobile numbers	
Fax/Email	
Contact person	
Date of establishment	
Office space (in sq ft) for GD	
Organization Structure (organogram)	
Main Area of business/service	
Equipment available for GD in company premises i.e. computers, printers, scanners, color-separation equipment	
Software available	
Manpower for GD (detail as creative, technical/production, others)	
Annual Turnover of last 3 years (for GD)	
Main 10 clients (name, contact person, telephone number)	
Additional related useful information	

Signature:  
Name:  
Designation:  
Date:  
The completed "Expressions of Interest" with related documents must be submitted at or before 15:00 hours on February 13, 2006 (Monday) in the "Tender Box" located in UNICEF HR Section, Fourth

For every child  
Health, Education, Equality, Protection  
ADVANCE HUMANITY  
D-100



**VACANCY ANNOUNCEMENT**  
**PROMOTION OF DEVELOPMENT AND CONFIDENCE**  
**BUILDING IN THE CHITTAGONG HILL TRACTS**

The United Nations Development Programme (UNDP), Bangladesh seeks applications from female and male Bangladeshi nationals for the following positions in the Chittagong Hill Tracts Development Facility (CHTDF) - "Promotion of Development and Confidence Building in the Chittagong Hill Tracts" Programme:

**Quick Impact Fund Associate - 1 position (Duty Station: Rangamati) :**

Responsibilities include, but are not limited to: keeping account of the QIF ; preparing accounting books and financial records for the QIF micro-grant portfolio for community empowerment; preparing the accounts according to the needs of UNDP/other donors of the fund; assisting QIF Administrator in proper reporting , budgeting , financial control and financial monitoring; providing all administrative & other support to QIF Administrator; maintaining financial records & monitoring system to record & reconcile expenditures, & other data; preparing recurring reports for budget implementation/ audits/administrative requirements & other reasons; ensuring that all financial rules & regulations are followed; processing all financial documents for payment; performing other tasks as assigned by the QIF Administrator & the Field Manager.

**Required Qualifications :** The incumbent must be HSC passed and have 5 years relevant experience, field experience preferably in the Chittagong Hill Tracts, advance computer skills, especially in MS. Work experience in an international organization /NGO system an added advantage. Fluency in both written and spoken English and Bangla & fluency in one or more of the local languages in the CHT is essential.

**Administrative Associate - 1 position (Duty Station: Rangamati) :**

The incumbent should: organize, run, & maintain the CHTDF administration functions, e.g., managing a sound filing system, arranging appointments effectively, receiving visitors, screening telephone calls and making travel arrangements as required; conduct administrative support and secretarial functions such as: (a) Drafting and preparation of correspondence and other documents as per specified formats; (b) Maintain office records and reference files and monitoring the CHTDF assets and inventory; (c) Maintain database of programmes / projects; (d) Organize and coordinate administrative arrangements for seminars, conferences and meetings, (e) As required, assist the F&A Officer in budgeting and financial management; (f) Assist the F&A officer and management in local procurement; Support the Human Resources Management: Enter, maintain and certify administrative data and records for time and attendance, performance appraisal, etc. In electronic information systems; Provide advice and guidance to staff with respect to administrative procedures, processes and practices, liaise with CHTDF offices in other Hill Districts and Dhaka; Prepare, process and follow-up on administrative arrangements and forms related to the official travel of staff; Prepare detailed maps for the needs of the CHTDF programme activities; Prepare GIS maps for the project purposes and advice the staff members in use of GIS software; Perform other related administrative duties, as required.

**Required Qualifications :** Incumbent must be HSC passed & have minimum of 5 years relevant professional experience; Must have experience in administration; GIS skills desirable; **Technological Awareness** - Proficiency in various MS Office applications (Excel, Word), GIS and other IT applications; **Teamwork - Good interpersonal skills;** Demonstrated ability to develop and maintain effective work relationships GoB, NGOs and UN Agencies; **Communication** - Ability to write in a clear and concise manner and to communicate effectively orally. Fluency in both written and spoken English and Bangla, fluency in one or more of the local languages in the CHT is essential.

**Submission of Application :** Applications should be submitted in English and include a covering letter, recent photograph and curriculum vitae. Applications should be addressed, quoting the post title, to the Assistant Resident Representative, Human Resources, UNDP, GPO Box 224, Dhaka, on or before 8 February 2006. The post title should be clearly marked on the envelope. Incomplete application will not be considered. Only short-listed candidates will be contacted. Any attempt to influence the selection process will result in disqualification of the recommended candidate.

Potential female candidates are encouraged to apply  
UNDP is a smoke-free work environment.