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A National NGO working on HIV/AIDS/STI prevention particularly on male sexual and reproductive health in Bangladesh is looking personne for following position.

Trainer: This position will be responsible for developing & implementing training programs, monitoring & evaluation of training and supervising the field level training activities. Work station: Dhaka.

Required Qualification and Competencies:

The Daily Star, 19, Karwan Bazar, Dhaka-1215

- He/she has at least Graduate/Masters degree in Social Science or other
- 3 years professional experience on capacity building, planning and implementing in any development agencies (preferable on HIV/AIDS prevention) through perfect supervision and monitoring with skill on reporting, developing working strategy and developing BCC.
- . Computer literacy (MS Word, MS Excel, Power Point) is must.
- Communicating skill both in Bangla and English. · Willingness to undertake frequent field visit.

Deserving candidates are requested to apply with their resume along with one passport size photograph, expected salary and contact telephone number. Application deadline is 30th March 2006 and address to: Officer-Human Resource and Administration.

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Only sort-listed candidates would be called for written test/interview. Please write down the name of desired position on top of the envelope.

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#### Tel: 8827596, Mob: 0171-445754 **Position Announcement**

An International Organisation invites applications from appropriately qualified candidates who have proven personality, integrity and interpersonal skill to fill the following position for their Dhaka Office in Bangladesh.

The purpose of this position will be to provide Accounting Support for the day-to-day transaction of the Dhaka office and the Companies other facilities outside of Dhaka. Responsibilities include:

. Maintain petty cash of the Dhaka Office.

Preparation of daily disbursement request and verification of expense report.

Maintain daily cheque register; handle day to day banking including PSB courier and preparation of monthly bank reconciliation statement.

Maintain and supervise the total field office expenses.

· Preparation and checking of overtime of support staff including Company Driver's.

Checking medical claim submitted by the staff members.

 Salary payment of Support Staff. · Audit support (Commercial/Partner's and Internal) and

Any other Accounting support function.

#### Qualification and Experiences:

. He / She should at least be a Graduate (BBA or Honors) in (Accounting / Finance) from a recognized university with minimum five (5) years experience in similar position with multi national Company environment so that he/she can administer his/her duties smoothly. . He / She must have excellent communication skills in written and spoken English and the confidence and

ability to work and communicate efficiently and independently.

The candidate should be honest, sincere, well mannered, well behaved and hard working.

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 He / She must be highly motivated and have a good knowledge about the job requirements.

He / She must have high level of computer skill in MS OFFICE especially in EXCELL. Knowledge of SUN

Accounting system will be an added advantage. Remuneration:

Salary and other benefits will be competitive and negotiable. \*\* The Organisation offers equal opportunities regardless of gender, age, religion or other factors not relevant to the conduct of the duties. Interested persons having required qualification and experiences are requested to send application along with C.V. and one copy of recent photograph (pp size) to The Advertiser, Banani P O Box No. 9075, Dhaka-1213 by 27 March 2006. Please mark the envelopes with the position applied for.

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Garments, clothes, cosmetics, electronics, motor vehicles, motor cycle machineries, spare parts etc of Dhaka Custom House will be sold through

sealed tender on "as it is where it is" basis on 30 March, 2006 (Auction No. 03/2006). Tenders will be received during office hours on 27, 28 & 29-03-2006 and upto 1-00 pm on 30-03-2006. Tender box will be kept at office chamber of

Deputy/Asstt. Commissioner (Auction), Custom House, Dhaka; Deputy/Asstt. Commissioner, Customs, Excise & VAT (South), Segunbagicha, Dhaka and Deputy/Asstt. Commissioner, Customs, Excise & VAT (North), Uttara, Dhaka and Asstt. Police Commissioner, Dhaka Metropolitan Police, Ramna, Dhaka.

Tender schedule with terms & conditions and catalogue will be available at prescribed price from the undermentioned office and Auction Branch, Customs House, Kurmitola, Dhaka during office hours on 27, 28 & 29-03-2006 and the goods can be inspected on the said dates.

25% earnest money of the quoted amount should be deposited separately with each tender through Pay Order/Bank Draft from any scheduled bank in favour of Custom Dues Collection-C-1, Custom House, Dhaka.

3) Tender box will be opened on 30-03-2006 at 03:00 PM at Custom House,

Dhaka in presence (if any) of the tenderers.

The authority reserves the right to accept/reject any tender for non-fulfilment of terms & conditions or for any other reasons.

For Joint Commissioner (Chairman, Auction Committee), Custom House, Dhaka

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