

VACANCIES FOR EWG SECRETARIAT

The Elections Working Group Secretariat seeks qualified staff for the following positions.

Director

SUMMARY OF JOB RESPONSIBILITIES

- To coordinate with the Executive Committee and Donor regarding related program activities.
- To liaise with partner NGOs on a regular basis.
- Monitor training sessions at the divisional, district, constituency and UP level wherever necessary
- Monitor the PNGOs' training sessions to assess the quality of training
- Manage the training budget and contribute to its development
- Act as a resource person on training-related issues to the EWG
- Collect all the training reports from different partner NGOs
- Visit different PNGO's training venues
- Prepare training reports on a regular basis,
- Ensure appropriate translation of all training and communications-related material (into English and other indigenous languages)
- Jointly with the Media Specialist, to coordinate the development and production of materials and messages of the EWG, along with the input of the Director and the EWG Materials Committee
- Extensive field work will be required

Job Requirements

- Minimum 5 years' work experience as a senior trainer, in a field related to elections, governance, human rights or community development
- Hands-on experience in developing and implementing training modules and curricula related to elections, governance, human rights or community development
- Experience in coordinating field training staff and overseeing the roll-out of a national training program.
- Drafting and computer skills necessary to create training documents
- Willingness to travel extensively in the field
- Excellent written and oral communication skills in Bangla and English
- Excellent interpersonal skills
- Ability to work under stressful conditions
- Masters degree preferred. Bachelor's degree with practical experience acceptable.

Media and Communications Specialist

SUMMARY OF JOB RESPONSIBILITIES

- To coordinate with the donor, EWGS Director, PNGOs (partner NGOs) in implementing project-related media activities.
- Organize press conferences, press briefings, meet-the-press or any special media events
- Liaise with journalists of international, national, and local media
- Prepare updates and professional press kits for journalists
- Write articles, features, reports, speeches, statements, and press releases for the media
- Act as a public spokesperson for the EWG, along with the EWGS Director and EWG Executive Board
- Maintain contact with all PNGOs and support their media-related work
- Facilitate and support PNGOs' monitoring of media election coverage
- Act as an advisor to the EWG on media and communications strategies
- Jointly with the training specialist, coordinate the development and production of materials and messages of the EWG, along with the input of the Director and the EWG Materials Committee
- Manage the media and communications budget and contribute to its development
- Ensure appropriate translation of all media and communications-related material (into English and other indigenous languages)
- Monitoring and managing media coverage of EWG
- Extensive field work will be required

Job Requirements

- Minimum 5 years' work experience in either print or electronic media, or a combination, with a national or international media outlet.
- Proven track record at managing communications with the media
- Hands-on experience writing articles, producing shows, and preparing press releases.
- Drafting and computer skills necessary to create publications and materials for the media.
- Significant public relations experience
- Experience as a public debate / meeting facilitator (e.g., of radio/TV forums) a plus.
- Ability to work under stressful conditions.
- Excellent written and oral communication skills in Bangla and English.
- Strong computer skills
- A degree / diploma in journalism or media studies preferred. Bachelor's degree with practical experience acceptable.

Training Specialist

SUMMARY OF JOB RESPONSIBILITIES

- Design, develop, test, and update training manuals and materials for election monitoring, field staff and voter and civic education activities
- Conduct and/or support training of trainers on election monitoring and voter and civic education at the national level, and the divisional/district level where appropriate
- Monitor training sessions at the divisional, district, constituency and UP level wherever necessary
- Monitor the PNGOs' training sessions to assess the quality of training
- Manage the training budget and contribute to its development
- Act as a resource person on training-related issues to the EWG
- Collect all the training reports from different partner NGOs
- Visit different PNGO's training venues
- Prepare training reports on a regular basis, or whenever needed
- Ensure appropriate translation of all training and communications-related material (into English and other indigenous languages)
- Jointly with the media specialist, to coordinate the development and production of materials and messages of the EWG, along with the input of the Director and the EWG Materials Committee
- Extensive field work will be required

Job Requirements

- Minimum 5 years' work experience as a senior trainer, in a field related to elections, governance, human rights or community development
- Hands-on experience in developing and implementing training modules and curricula related to elections, governance, human rights or community development
- Experience in coordinating field training staff and overseeing the roll-out of a national training program.
- Drafting and computer skills necessary to create training documents
- Willingness to travel extensively in the field
- Excellent written and oral communication skills in Bangla and English
- Excellent interpersonal skills
- Ability to work under stressful conditions

APPLICATION DEADLINE FOR ALL POSITIONS: JULY 03, 2006

Applicants are requested to send their CV, together with a brief cover letter and a recent English and Bangla language-writing sample (not to exceed three pages), by July 03, 2006 to:

C/O. EWG SELECTION COMMITTEE

The Daily Star
Box No. A-148
19, Karwan Bazar, Dhaka-1215

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WALK IN INTERVIEW

Looking for **Electrical/Mechanical Engineer (B.Sc)**, Experienced in Instrumentation & piping works. An attractive remuneration will be provided. Interested candidates are requested to communicate with us on Thursday 29th June, 2006 at 5.00 P.M.

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VACANCY FOR Chief Financial Officer (CFO)

Wishes to recruit immediately a **Chief Financial Officer (CFO)** for a Public Limited Company with decent pay package with following qualification and experience.

- M. Com. (preferably in Accounts).
- CA Course completed from a reputed CA Firm with 5 to 6 years working experience specially in Public Limited Company Accounts.
- Must have clear knowledge and expertise in computer literature able to work MS Word, MS Excel, Power Point etc.
- The deserving candidate may contact the Employer on telephone # 9567204, 9554553, PABX-9566303-5.

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 Mouchak : 1128/2, New Circular Road, Mouchak, Phone: 9348059, 01716 551 058
 Banani : House 42, Road 12, Block E, Banani, Phone: 8851020, 01713 040 337
 Uttara : Plot 2, Sector 9, Uttara (Opposite Mascot Plaza), Phone: 8959796, 01715013239
Hotline: 0191 333 998

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FINANCE OFFICER - PNGO

CARE-Bangladesh invites application for the above position based in Chittagong. The duration of contract is up to December 2011

Key Responsibilities:

- Review and certify the sub-grant expenses claimed by Partner NGO against their CARE funded project for fund releases and adjustment
- Verify the NGO Financial Reports, pay visits to PNGO Offices and project sites to review/check/verify all relevant financial documents pertinent to sub-grant
- Assist the PNGO by identifying anomalies, non-compliance and internal control weakness
- Assist NGO Sub-Grant Manager in coordinating PNGO audit, sub-grant management and conducting training to PNGO staff

Requirements:

- Masters' in Commerce preferably in Finance/Accounting with 3 three years relevant experience or CA course completed with 2 years relevant working experience
- Good verbal and written communication skills both in English/Bangla
- Good computer skills on word processing, spreadsheet, etc
- Experience on budgeting and financial report preparation

Compensation: The monthly gross salary is Tk.19,900.00.

Interested candidates who fulfill the above requirements are requested to drop or mail their CVs (with cover letter, recent passport size photograph, and names/addresses of two non-relative referees) at: CARE-Bangladesh, 20-21, Kawran Bazar, Dhaka by addressing Section Manager-HRM, HRD&M Department on or before July 07, 2006.

Note: Women are particularly encouraged to apply. Any persuasion will disqualify the candidates. Internal and external applicants shall be treated equally in the entire selection process. Applicants who have relatives in CARE are discouraged from applying. Only short listed candidates shall be invited for the interview. Please write the position applied for at the top right hand corner of the envelope. Visit CARE web-site on: www.carebd.org

Job Wanted

16 years experienced in 100% export oriented industry as commercial expert seeking suitable job in local or foreign company. Contact: Nizam: 01711274209 C-1539

LEARN FRENCH

Get an expert's touch at home & Be a proud citizen of 21st century. ISD Students are Welcome. Contact : 01199353837.

Tuition Wanted

Highly experienced Math teacher wants to teach O-A Level Math only. 17 years question paper solutions of Math (A, B, Pure) are available. Moinul. 0189-272395, 8350410 C-1337

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A book of meaning of the Holy Quran in English only. Any studious person of home and abroad, keen to know and follow the Quran, may please write for a copy to Box No. 500, GPO, Dhaka, with full address of self. C-1527

To-Let

Flat 1750sqft. in Dhanmondi available from 1 September 2006. Foreigner preferred. Contact-8624965, 0187008597 C-1538

INTERPRETER REQUIRED

An Interpreter having the skill to translate Chinese to Bangla or Chinese to English is urgently required at an attractive salary to work from 10-30 am to 6 pm for 15 days at an Industrial Concern in Mirpur. Please contact: Mr. Sikder - 0171-1608970 Mr. Rumi - 0171-8150923

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*Conditions apply. Offer valid till 30th July 2006

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বাংলাদেশ ও বহিঃ বিদেশ সরকারি ও বেসরকারি বিশ্ববিদ্যালয়ে ভর্তির জন্য HSC-এর পাশাপাশি শুধুমাত্র A-Level হয়ে বাংলাদেশ সরকার স্বীকৃত সমমানের ডিগ্রী। বাংলাদেশে এই প্রথম Internal Assessment সহ SSC কৃতকার্যদের জন্য নিয়মতান্ত্রিক উপায়ে এক বছর মেয়াদী A-Level চালু করেছে BIMS International College। British Council এর মাধ্যমে Registration প্রক্রিয়া এবং London Exam Board (Edexcel International)- এর সরাসরি তত্ত্বাবধানে BIMS International College-এ SSC কৃতকার্যরা এক বছরেই HSC-এর পরিবর্তে A-Level সম্পন্ন করে দেশ-বিদেশের বিশ্ববিদ্যালয়ে ভর্তি পরীক্ষায় অংশগ্রহণের যোগ্যতা অর্জন করতে পারবে।

SUBJECTS	ফর্ম সংগ্রহ ও জমা দেয়ার শেষ তারিখ	আবেদনের ন্যূনতম যোগ্যতা
<ul style="list-style-type: none"> Applied Business Applied ICT (Information & Communication Technology) Accounting 	৬ জুলাই, ২০০৬ সৌধিক পরীক্ষা: ৮-৯ জুলাই, ২০০৬ ফর্ম সংগ্রহ: ১৫ জুলাই, ২০০৬ ফর্ম সংগ্রহ ও জমা দেয়ার সময়: প্রতিদিন ১০:০০ - ৫:০০ (অফিস বন্দি)	বিজ্ঞান: জি.পি.এ- ৩,৭৫ ব্যাবসায় শিক্ষা: জি.পি.এ- ৩,৫০ মানবিক: জি.পি.এ- ৩,৫০

BIMS International College
Approved London Exam & Teaching College

2/6, Block B, Lalmatia, Dhaka-1207
Tel : 8115041,9136622, 01717-251585
E-mail : info@bimsbd.com, www.bimsbd.com

Approved by **edexcel INTERNATIONAL**

Independent University, Bangladesh

Master of Business Administration Admission Autumn 2006

Eligibility	Special Features
<ul style="list-style-type: none"> Three-year Bachelor Degree from a reputed university and at least one year of work experience in a managerial/executive position. Four-year Bachelor Degree from a reputed university. Some work experience after graduation in a managerial/executive position is preferable, but not essential. A CGPA of at least 2.50 at undergraduate or graduate level with no 3rd Division/Class in any previous public examination. Students with minimum 500 in GMAT will be exempted from admission test. 	<ul style="list-style-type: none"> Internationally educated and reputed faculty members Subscription to online library (Emerald, Jstor, OUP, Hinari) Degree from IUB is accepted globally for higher studies and job placement International Curriculum State-of-the-art IT facilities Research Assistantship Teaching Assistantship 15% discount on tuition for IUB Graduates 15% discount on tuition (based on academic achievement and financial need) is available for the deserving students at the end of foundation module Payment of fees in installments Classes are held in the evening

Duration of the program will be 4 regular semesters (16 months). However, one may finish the program in 3 semesters (12 months) taking maximum course load or because of waiver or transfer of courses granted to her/him.

Last Date for Application : July 4th, 2006
Admission Test : July 7th, 2006
Interview : July 14th and 15th, 2006
Classes Commence : August 14th, 2006

Please Contact Registrar's Office

Dhaka Campus House 81 Ka, Road 11, Suhrawardy Ave., Baridhara, Dhaka-1212 Tel: 9862386 - 90, 9881917, 9881681, 9884498 Ext: 254, 265 Fax: 880-2-8823959, 8850226 E-mail: info@iub.edu.bd	Chittagong Campus Minhaz Complex 12 Jamal Khan Road Tel: 611262 Fax: 880-31-611263 E-mail: info@ciq.iub.edu.bd
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