অগ্রাধিকার দেয়া হবে। এই নিয়োগের ক্ষেত্রে সরকার নির্দেশিত কোটা পদ্ধতি অনুসরণ করা হবে।

ञाधात्रन **अर्**याजनीय निरम्भावनीः

(2020/-)

দরখান্ত গ্রহণের শেষ তারিখঃ ১৬/৭/০৬ইং।

১৬/৭/০৬ইং তারিখে আবেদনকারীর বয়সসীমা অনুর্ধ্ব ৩০ (ত্রিশ) বৎসর হতে হবে।

কোন প্রার্থী মুক্তিযোদ্ধা পরিবারের সদস্য হলে সরকারি বিধিমোতাবেক তাদের দরখান্তের সংগে মথায়থ কর্তপক্ষের স্বাক্ষরিত সার্টিফিকেট-এর সত্যায়িত অনুনিপি দাখিল করতে হবে। মুক্তিযোদ্ধা সংক্রান্ত কোন সার্টিফিকেট পরবর্তীতে বিবেচনায় আনা হবে না।

অভিজ্ঞতাসম্পন্ন ব্যক্তিদেরকে

व्यार्थीतक वाश्नारामस्य नागतिक ७ श्राती वाजिन्ना २८७ २८व। এ विश्वरत इंडेनियन भतियरान्त চেয়ারম্যান/পৌরসভার কমিশনার কর্তৃক প্রদত্ত সনদপত্র দাখিল করতে হবে।

সরকারি/আধা-সরকারি/স্বায়ত্বশাসিত প্রতিষ্ঠানে কর্মরত যোগ্যতাসম্পন্ন প্রার্থীদেরকে অবশ্যই নির্ধারিত সময়ের মধ্যে যথায়থ কর্তৃপক্ষের মাধ্যমে আবেদন করতে হবে। এ ক্ষেত্রে কোন অগ্রিম আবেদনপত্র গ্রহণ করা হবে না। গুধুমাত্র বিভাগীয় প্রার্থীদের ক্ষেত্রে বয়স শিথিলযোগ্য। নির্ধারিত তারিখে অফিস চলাকালীন সময়ের মধ্যে দরখাস্ত না পৌছালে তা বিবেচিত হবে না।

অসম্পূর্ণ ও ক্রটিপূর্ণ আবেদনপত্র সরাসরি বাতিল বলে গণ্য হবে। ডাকমারফত ব্যতীত কোন দরখান্ত গ্রহণ

আবেদনকারীকে ৫০/- টাকার পোষ্টাল অর্ডার আবেদনের সাথে সংযুক্ত করে মহাপরিচালক বাংলাদেশ বেতার,

১২১, কাজী নজরুল ইসলাম এভিনিউ, শাহবাগ, ঢাকার অনুকলে প্রেরণ করতে হবে। সাদা কাগজে বাংলায় প্রার্থীর নাম (পিতা/স্বামীর নাম, মাতার নাম, স্বায়ী ও বর্তমান ঠিকানা, জাতীয়তা, জন্ম

তারিখ, শিক্ষাগত যোগাতার সকল সার্টিফিকেট-এর সত্যায়িত অনুলিপিসহ) ও অভিজ্ঞতা (যদি থাকে), সম্প্রতি তোলা দুই কপি সত্যায়িত পাসপোর্ট সাইজের ছবি এবং ১ম শ্রেণীর গেজেটেড অফিসারের নিকট থেকে গৃহীত চারিত্রিক সনদপত্রসহ দরখান্ত নির্ধারিত তারিখের মধ্যে মহাপরিচালক, জাতীয় সম্প্রচার কর্তপক্ষ বাংলাদেশ বেতার, ১২১, কাজী নজরুল ইসলাম এভিনিউ, শাহবাগ, ঢাকা-১০০০ বরাবরে ডাকমারফত পৌছাতে হবে। খামের উপরে প্রার্থীর পদের নাম ও জেলার নাম স্পষ্ট করে লিখতে হবে। নির্বাচনী, পরীক্ষায় অংশগ্রহণের জনা প্রার্থীদের কোন প্রকার টিএ/ডিএ প্রদান করা হবে না

মুহাম্মদ আবদুল হালিম পরিচালক (প্রশাসন/এর্গ)

Please extend your helping hand for this

Dhaka Ahsania Mission ouse # 19, Road # 12 (New), Dhanmondi, Dhaka. one : 8119521-22, 8115909, Fax : 8113010 mail : dambgd@bdonline.com



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JOB VACANCIES

जम्माना

জেলাসমূহ

মানিকগঞ্জ,

वित्रभान,

বান্দরবান

জেলাসমূহ।

নোয়াখালা

नकी भूत,

यानिकशञ्च,

চাদপুর,

ফরিদপুর,

বহুড়া,

সকল জেলাসমূহ।

ব্যতীত অন্যান্য সকল

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होश्गारेल.

त्रः भूत

Capell.

धका.

वित्रभाग.

मुश्रीगञ्च.

রাজশাহা

त्रभृत्



Action on Disability and Development Working with Disabled People to Promote Human Rights

উচ্চ মাধামিক পাস।

উচ্চ মাধ্যমিক পাসসহ বাংলা

ও ইংরেজিতে শর্টহ্যান্ডে

যথাক্রমে ৬০ ও ৮০ শব্দ গতি

धवः श्रे भिनिए वाश्ना ।

ইংরেজি টাইপে যথাক্রমে ২৫

ও ৩০ শব্দ গতি থাকতে

হবে। (কম্পিউটার টাইপিং-এ

অভিজ্ঞতাসম্পন্ন ব্যক্তিদেরকে

(খ) অপারেটরস এপটিচিউড

অষ্ট্রম শ্রেণী পাস। হালকা

অথবা ভারী গাড়ি চালানোর

বৈধ লাইসেমপ্রাপ্ত এবং ৩

(তিন) বৎসরের অভিজ্ঞতা।

ক) স্নাতক ডিগ্রি (বিজ্ঞান সকল জেলাসমূহ।

অগ্রাধিকার দেয়া হবে)।

টেষ্টে উত্তীৰ্ণ হতে হবে।

বিভাগ অগ্রাধিকার)।

.... it is your place to work independently with a committed team

Action on Disability and Development (ADD) is a UK based international organization working exclusively with civil society organizations of disabled people in 12 countries of Asia and Africa to promote human rights of all disabled people and to ensure social justice. In Bangladesh, ADD is working in 27 districts both through organizing disabled people directly at the grassroots level and through partnerships with 96 community based Disabled Peoples Organizations (DPOs) (giving small grants) in 2006. ADD is searching for the following management positions to be based in Head Office, Dhaka for immediate recruitment.

1. Advocacy Coordinator:

ষ্টডিও এপ্রিকিউটিভ

(9300-5050/-)

ষ্টেনো-টাইপিষ্ট/

(೨೨००-५৯৪०/-)

কম্পিউটার

অপারেটর

কম্পিউটার

অপারেটর

মটর জাইভার

(5000-6980/-)

(0200-4060/-)

Salary: Tk. 50,079 - Tk. 60,879

This post will be a member of the senior management team reporting directly to Country Representative and lead the Advocacy Thematic Group of ADD Bangladesh. The applicant should have proven experience of policy advocacy, social mobilization and commitment to human rights and social justice. Key Responsibilities are:

- Assist the Country Representative in developing country strategies and broad action plan for inclusion of disability in mainstream development process of Bangladesh
- Lead the advocacy thematic group & work closely with disability movement to achieve ADD's aims thru developing influencing strategies and implementing advocacy plan
- Mobilize social and legal action if any disabled people especially disabled women and children of the country are abused, face discrimination and their rights are violated

Facilitate research studies, fact finding etc. as required and liaise with research institutions, professional groups and the

- members of civil society to gain their support in strengthening campaigns of disability movement Identify, build relationship and maintain communication with appropriate people in concerned ministries of the government,
- development agencies and donors. Work with concerned departments of the government through coalitions to implement disability welfare act 2001, disability
- actions in PRSP and MDGs in Bangladesh
- Facilitate workshops, dialogues/seminars on various aspects of disabled people's rights Organize all key documentation and resource materials in relation to policy advocacy.
- Liaise with journalists of local, national and international media to implement media advocacy programme of ADD and prepare press release and press kits for the media
- Coordinate the production of documentary, advocacy kits, and message development on specific issues of disability
- Maintain communication link and information flow between ADD's partners, disability movement, donors and other
- Support the DPO partners to devise an advocacy strategy in the local context
- Assist to promote ADD's image in development arenas at national & international level.

Person Specification:

- Educational background in Law, Journalism, Marketing or Social Science communication and advocacy will be an added
- Previous experience of working in a senior level position in national or international NGOs to influence policy to bring about long term social change.
- Committed to the rights of all disabled adults and children, inclusion and diversity.
- Proven track record to maintain close relations with government, NGOs and development partners and sound skills to initiate dialogue, coalitions and network in a local context
- Good working knowledge of Bangladesh legal system and extensive familiarity with procedure and policy of bilateral and multilateral assistance
- Capacity for strategic planning, high initiative and ability to work with limited supervision and under stress situation to meet tight deadline.
- Excellent presentation and communication skills in verbal/written Bangla and English.
- Ability for critical policy analysis and politically astute with good negotiation skills and powers of persuasion.

Personal experience or working with disabled people will be an advantage 2. Monitoring & Evaluation Coordinator:

Salary: Tk. 50,079 - Tk. 60,879 This post will be a member of the senior management team reporting directly to the Country Representative and lead the Monitoring Thematic Group of ADD Bangladesh. The applicants should have proven experience of management and participatory monitoring and evaluation. The position is based in Dhaka with extensive field visits of minimum 50% of working days. Key Responsibilities are:

- Develop techniques for assessing, tracking and measuring ADD's program results, especially in ways that capture the impact
- of capacity building and advocacy and measurement of "change" Use these techniques in project design and implementation of M&E system
- Generate convincing evidence of project impact for policy makers, donors, government officials and other stakeholders.
- Provide guidance to ADD staff on conceptual frameworks for monitoring their work
- Ensure that all project proposals incorporate ADD's program principles, and design a system to promote accountability to
- Promote better understanding on how to identify impact indicators for ADD, maintaining a database of qualitative and quantitative indicators and their effectiveness
- To promote and coordinate research of various projects that are well versed in data generation and analysis (qualitative and quantitative using SPSS), survey and questionnaire design, and the empowerment literature

Person Specification:

- Proven track record of monitoring, evaluation and research in a senior level position in national or international organization. Masters in Social Science, Statistics with specialization in monitoring & evaluation, qualitative & quantitative research
- 7-10 years experience in the field of social development and M&E
- Practical project-level experience with NGOs or international organization
- Demonstrated competency in designing survey, data collection, processing, report preparation and presentation Experience in participatory monitoring and evaluation, and in PLA techniques

· Good understanding of rights based approach to development Good command of statistical analysis software

3. Fundraising Coordinator Salary: Tk. 50,079- Tk. 60,879

This post will be a member of the senior management team and report directly to the ADD Country Representative. The applicants should have proven experience of management, and institutional fundraising and local resource mobilization. Key Responsibilities are:

- Lead the organizational effort in programme funding, contract management and development of donor relations
- Assist Country Representative to develop fund raising strategies in Bangladesh
- Conduct research into new donors, establish new donor relationships where opportunities arise, and develop relationships with locally accessed donors through networking and marketing strategies.
- Explore potential funding sources in the corporate and link them with DPO partners.
- Identify and develop project and programme proposals for institutional donor funding: Submit progress reports and financial statement following donors contract and document success stories in relation to
- Improve relationships with existing donors through improved grant management; regular communication and high quality monitoring of grant-funded projects:
- Build the capacity of DPOs in local resource mobilization through the provision of good practice systems, informal coaching
- and formal training: Contribute to the sharing of information within ADD on donor opportunities and funding

Person Specification:

- Proven track record of effective fundraising in a senior level position in national/ international development organization.
- Excellent understanding of rights based approach, project management and logical frameworks.
- Experience of project planning and budgeting; proposal and report writing. Experience of contract management with various Strong administrative and organizational skills, good computer literacy - word processing and spreadsheets and skills of
- Having a network of relationship with individual donors, trusts, corporate, major donors and groups.

4. Deputy Finance Manager Salary: Tk. 30,615 - Tk. 41,030

This is a mid position in the organization and reports to the Finance Manager. The post will be based in Dhaka. Key Responsibilities are:

- Maintain day-to-day accounting and financial activities of ADD in Bangladesh Prepare monthly and quarterly financial statement and quarterly budget variance
- Handle tax and VAT for any financial transaction in compliance with government law.
- Analyze fund liquidation, cash flows and send fund requisition to ADD UK in time
- Assist Finance Manager to prepare financial reports for various donors & NGO Bureau
- Facilitate the procurement activities following the organization policy and practices Manage asset, equipment and transport of ADD Dhaka Office

Person Specification:

- MBA (major in Accounting/Finance), CA/CMA intermediate with at least 5 years relevant experience in handling finances in NGOs or corporate sector.
- Skill of maintaining accounting records, preparing financial reports
- Skill of budget and budgetary control
- Sound knowledge on general finance, administrative policy and internal control
- Computer skills especially in spreadsheet and accounting package Some administrative experience of procurement and asset management.

5. Programme Development Officer: Salary: Tk. 25,185 - Tk. 32,146

It is a mid level position reportable to Capacity Building Coordinator. This position is Dhaka based with extensive travel to working areas. Key responsibilities are:

- Prepare monthly plan and budget to implement ADD's annual programme plan
- Prepare monthly and quarterly progress report and financial statement
- Facilitate formation of federations of SHGs and DPOs through democratic process Conduct training for self-help groups (SHGs) and DPOs following organizational plan
- Mobilize disabled people against any violation of their rights and assist them to take social and legal action
- Assist DPOs in campaigning for access to resources and implementation of policies
- Network with government, NGOs and organizations working on right based issues
- Attend different activities organized by DPOs and provide necessary support
- Monitor activities of DPOs and SHGs through field visit and provide necessary support
- Supervise and give leadership to the field staff and leaders of ADD programme

Person Specification:

- Skill on project planning, management, monitoring & report writing
- Skill on capacity building, networking and coordination
- Ability to listen, analysis, guide and coaching leaders of disability movement
- Believe in participatory approach and problem solving capacity Ability to supervise and manage staff with appropriate computer literacy.
- Educational background in Social Science. Law and good communication skills necessary

In addition to mentioned monthly salary (gross), other benefits such as festival bonus, gratuity, group & health insurance and income tax are admissible for each position.

Applicants are requested to send their CV (3 pages) in compliance with person specification and a brief note (not more than 2 pages) explaining why they are suitable for the position by 13 July 2006 to:

Country Representative

Action on Disability and Development (ADD) House No. 56, Road No.11, Block C, Banani, Dhaka-1213 Phone: 986 2554, 885 9330, website: www.add.org.bd

ADD is an equal opportunity organization. We especially encourage disabled people and won en to apply. Only short listed candidates will be called for interview between 30 July and 03 August 2006.

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DHAKA SUNDAY JULY 2, 2006

construction of 2nd and 1st basements of Ahsania Mission Cancer Hospital at Uttara, Dhaka is complete and now works for the first floor is in progress

500-bed Cancer Hospital