

VACANCY ANNOUNCEMENT

PROMOTION OF DEVELOPMENT AND CONFIDENCE BUILDING IN THE CHITTAGONG HILL TRACTS

A project financed by the European Union

UNDP Bangladesh seeks applications from Bangladeshi nationals for the following positions for Chittagong Hill Tracts Development Facility (CHTDF), under the "Promotion of Development and Confidence Building in the Chittagong Hill Tracts" Project/Programme:

1. Media and Communications Officer : (One Position, Duty Station - Dhaka)

Duties and Responsibilities : Under the overall supervision of the CHTDF Deputy Director, and direct supervision of the CHTDF Senior Programme Coordinator, the Media and Communications Officer serves as the principal focal point for external and media communication relating to all relevant issues of the CHTDF programme. The major responsibilities of the Media and Communications Officer are to promote a positive image of the CHTDF-UNDP; formulate a communication strategy and plan for CHTDF; support resource mobilization; improve project and programme results through effective use of communications. More specifically, the Media and Communications Officer will be responsible for (a) drafting and implementing a CHTDF communications strategy and work plan, (b) establishing contact and building relationships with national and international journalists in the capital to pitch stories about the policies and impact of CHTDF, (c) organizing and coordinating press conferences, and press launches (d) managing media campaign in the country connected with the launch of key reports, special events, speeches and statements, (e) utilizing new information technology to communicate internally and externally; providing stories and photographs for CHTDF Story/Photo Database, (f) develop communications components within UNDP projects and programme to achieve intended results; drafting and managing the production and distribution of information materials including a quarterly CHTDF News Letter, and (g) managing CHTDF Website content and regular updates; and any other related activities assigned by CHTDF management.

Qualifications and Experience : The candidate should have a Masters degree in Journalism, English, or other related subject with at least 5 years experience in media and communication. Very high professional standard written and oral presentation skills in English and Bangla are essential. Skills in computer applications and ICT tools with report writing ability are essential. Knowledge of CHT language(s) together with understanding of the local culture is highly desirable.

2. Senior Field Operations Officer : (One position, Duty Station - Rangamati)

Duties and Responsibilities : Under the overall supervision of the CHTDF Deputy Director and direct supervision of the CHTDF Field Manager, the incumbent will be responsible for following:

Financial Management : (a) Ensure appropriate planning, expenditures tracking of CHTDF field level financial resources in accordance with UNDP rules and regulations, (b) regular review of the field level expenditure reports and ensuring that expenditures are legitimate and accurate, (c) review and record financial obligations and payments of CHTDF field offices; review and submit monthly accounts/financial statements; analyze and monitor status of obligations and expenditures, (d) monitoring field operations budget vs. expenditure, (e) oversee formulation of field operations and field programme budgets, budget revisions and financial reports; ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.

HR Management : (a) Oversee field level human resources management and supervise the work of Administrative Associate and focusing on achievement of the following results, (b) compliance with UNDP human resources policies and strategies, (c) oversight performance management systems and maintenance of field level HR filing system and personnel files.

Procurement and Assets Management : (a) Ensure efficient local procurement and supervision of the Procurement Associate (b) management of local procurement process including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management, and performance measurement, (c) under the guidance of the CHTDF Field Manager and Operations Manager, management of the field level contracts strategy including tendering and selection processes and evaluation, managing the contracts and contractors and legal implications.

Qualifications and Experience : The candidate should have a Masters degree in Business Administration, Management or Finance/Accounting with supplementary technical qualification in Information Technology Systems. Certified Public Accounting qualification is highly desirable. The incumbent must have Minimum 7 years of progressive experience in programme administration and financial management. Familiarity with UN specific administrative rules, regulations, procedures (including finance, procurement, asset management, contracting, human resources, general services, etc) is highly desired. Excellent written and oral presentation skills in English and Bangla are essential. Proficiency in advance computer skills, especially MS Office applications and email software are essential.

3. Finance Officer : (One Position, Duty Station - Dhaka)

Duties and Responsibilities : Under the overall supervision of the CHTDF Deputy Director and in close coordination with the UNDP Programme Support Unit, and direct supervision of the CHTDF Operations Manager, the Finance Officer is responsible for following duties: (a) ensure preparation, reconciliation and maintenance of CHTDF accounts, (b) effective and efficient management, monitoring, and control of the budgetary resources in line with the established financial rules and regulations, (c) prepare budgets and budget revisions, (d) prepare the monthly budget control statements and report to the CHTDF Management on status of the funds and commitments, (e) prepare financial statements and reports for the Donors and the Government, (f) process vendor payments in ATLAS, (g) ensure timely disbursement of funds to the field operation and review the monthly statements and financial reports of CHTDF Field Offices, (h) ensure timely disbursement of salaries and other payments to the staff members and project partners, (i) brief new staff members on financial matters, (j) draft all correspondence related to accounting and financial matters, (k) contribute to the development of the Operation Manager's work plans and reports, and (l) supervise the work of Finance Associate/Assistants.

Qualifications and Experience : The candidate should have a Masters degree in Finance, Accounting, Commerce or Economics. Certified Public Accounting qualification is highly desirable. The incumbent must have minimum 7 years experience in a similar position including at least five years in a large international organization preferably with the UN system; experience in accounting and financial management necessary. Ability to identify and analyze development opportunities and risks; good planning skills and ability to handle multiple tasks in efficient and timely manner are highly desirable. Fluency English and Bangla with professional drafting skills are essential. Advanced computer skills; including MS-Office applications and data management software is essential.

4. Finance Associate : (One Position, Duty Station - Dhaka)

Duties and Responsibilities : Under the overall supervision of the CHTDF Operations Manager and direct supervision of the CHTDF Finance Officer, the incumbent will be responsible for: (a) assist the Finance Officer in scrutinizing various financial reports from the i) Project partners, and ii) CHTDF Field and Sub-Offices, (b) assist the Finance Officer in scrutinizing various financial reports from the i) Project partners, and ii) CHTDF Field and Sub-Offices, (c) review all the bills for payment and prepare debit vouchers for settlement, (d) assist, prepare or consolidate financial reports for inclusion in the Financial Statements and Monthly Reports, (e) prepare monthly expenditure reports using ATLAS and crosschecking them against actual expenditure, (f) preparation of payment vouchers for various vendors and staff claims, salaries, and overtime payments, (g) assist in formulation of budgets and budget revisions, (h) assist in the processing of payments to vendors for goods and services, (i) maintain manual and electronic filing systems, and (j) other duties as may be assigned by the CHTDF Management.

Qualifications and Experience : The candidate should have a University degree in Business Administration, Finance/Accounting or Commerce; Certified Public Accounting qualification is highly desirable. The incumbent must have minimum 4 years experience in finance operations. Good skills in MS Office applications and fluency in English and Bangla are essential.

5. Finance Associate : (One Position, Duty Station - Rangamati)

Duties and Responsibilities : Under the overall supervision of the CHTDF Senior Field Operations Officer and Field Manager and direct supervision of the CHTDF Finance and Administrative Officer, the incumbent will be responsible for: (a) assist the Field F&A Officer in scrutinizing various financial reports from the Field and Sub-Offices, (b) review all the bills for payment and prepare debit vouchers for settlement, (c) assist, prepare or consolidate financial reports for inclusion in the Financial Statements and Monthly Reports to be submitted to the UNDP-CHTDF Dhaka office, (d) maintain advance funds register, (e) prepare vouchers in for various vendors and staff claims, and overtime payments, (f) formulate budgets for various meetings and workshops and other field activities, (g) assist in the processing of payments to vendors for goods and services, (h) provide guidance, training and daily supervision to the field staff members in finance and budget matters, and (i) maintain manual and electronic filing systems.

Qualifications and Experience : The candidate should have a University degree in Business Administration, Finance/Accounting or Commerce; Certified Public Accounting qualification is highly desirable. The incumbent must have minimum 4 years experience in finance operations. Good skills in MS Office applications and fluency in English and Bangla are essential.

6. Finance and Admin Assistant : (One Position, Duty Station - Rangamati)

Duties and Responsibilities : Under the overall supervision of the CHTDF Senior Operations Officer and Field Manager, and direct supervision of the CHTDF Finance & Admin Officer, the incumbent will support the F&A operations of CHTDF Rangamati Office. The Finance and Admin Assistant will be responsible for: (a) organize, run, and maintain the CHTDF administration functions; This will include managing a sound filing system, arranging appointments effectively, receiving visitors, screening telephone calls and making travel arrangements as required, (b) conduct administrative support and secretarial functions such as: (i) drafting and preparation of correspondence and other documents as per specified formats; (ii) maintain office records and reference files and monitoring the CHTDF (iii) maintain database of programme / projects; (iv) organize and coordinate administrative arrangements for seminars, conferences and meetings; (v) assist the F&A Officer in budgeting and financial management, (c) provide advice and guidance to staff with respect to administrative procedures, processes and practices, liaise with CHTDF offices in Khagrachari, Bandarban and Dhaka, (d) prepare, process and follow-up on administrative arrangements and forms related to the official travel of staff, (e) prepare draft translations from English to Bangla and vice versa when required, and (f) perform other related administrative duties, as required.

Qualifications and Experience : The candidate should have a University degree in Economics, Commerce or Social Sciences. The incumbent must have minimum 3 years of secretarial/administrative work experience; Previous experience with UN or international organization/or project. Good knowledge of English and Bangla, advanced skills on MS Office applications especially MS Word and Excel and Internet/Email systems are essential.

7. Human Resources Officer : (One Position, Duty Station - Dhaka)

Duties and Responsibilities : Under the overall supervision of the CHTDF Deputy Director and direct supervision of the CHTDF Operations Manager, the HR Officer is responsible for following: (a) in collaboration with the CHTDF management, formulate Human Resources management work plan; identify upcoming vacancies, (b) coordinate and oversee the vacancy and recruitment management process in order to ensure timely filling of the posts, (c) advertise vacancy announcements in the local newspapers and UNDP Web-site, (d) supervise the work of the Human Resources Associates in carrying out all human resources administrative actions including preparation of offers of appointment and issuance on staff contracts, (e) coordinate timely extension of staff contracts and staff performance evaluations, (f) advice and counsel staff in respect of rights, responsibilities, code of conduct and entitlements; uphold the highest standard of staff welfare related practices, and (g) oversee maintenance of CHTDF Personnel Filing Systems, (h) contribute to the development of the Operation Manager's work plans and reports.

Qualifications and Experience : The candidate should have a Masters degree in Business Administration, HR management and Economics. The incumbent must have minimum 7 years experience in a similar position including at least five years in a large international organization preferably with the UN system; experience in HR management is necessary. Good planning skills and ability to handle multiple tasks in efficient and timely manner essential. Fluency in English and Bangla with professional drafting skills are essential. Proficiency in advance computer skills, especially MS Office applications and email software are essential.

8. Human Resource Associate : (One Position, Duty Station - Dhaka)

Duties and Responsibilities : Under the overall supervision of the CHTDF Deputy Director and direct supervision of the CHTDF Operations Manager, the Human Resource Associate will be responsible for the following: (a) assist in staff recruitment processes, drafting and submission of vacancy announcements, long-listing of candidates, schedule the work of CHTDF Interview Panel and CHTDF Recruitment Committee, (b) assist with the issuance of SC and SSA contracts, (c) review and process requests for staff entitlements and claims, (d) maintain Human Resources databases and Personnel files of the CHTDF staff members and CHTDF Organogram, (e) conduct exit interviews for separating staff and assist in organization of final travel arrangements, (f) coordinate timely extension of staff contracts and staff performance evaluations, (g) provide general office support, process, draft, edit, proofread and finalise for signature/approval a variety of HR related correspondence and other communications; set up and maintain files/records (electronic and manual).

Qualifications and Experience : The candidate should have a University degree in Business Administration, Management or Economics. The incumbent must have minimum 4 years experience in administrative and Human Resources management related field. Good skills in MS Excel & MS Word, and fluency in English and Bangla are essential.

9. Procurement Officer : (One Position, Duty Station - Dhaka)

Duties and Responsibilities : Under the overall supervision of the CHTDF Deputy Director and direct supervision of the CHTDF Operations Manager, the Procurement Officer is responsible for following: (a) in collaboration with the CHTDF Management, identify procurement needs, formulate procurement plans, and provide technical support on specifications and cost implications, (b) finalize specifications and prepare shortlists based on needs and investigation of related market, including financial analyses to identify suitable vendors (c) establish and maintain procurement and contracting systems and processes that ensure effective programme ability to source and deliver quality goods and services, (d) issue invitations to bid, requests for quotations and requests for proposals; evaluate submissions to ensure technical compliance and cost-effective purchase of goods and services, (e) procure equipment, goods and services at the best value; ensuring reliability of sources; monitoring and following up with vendors until final satisfactory delivery; anticipating problems and taking timely and appropriate decision to ensure objectives are met, (f) publish procurement advertisements and maintain a database on procurement activities, (g) monitor market, evaluating suppliers of goods and services, (h) prepare monthly reports on the status of the overall programme procurement process, (i) oversee maintenance of inventory reports and data base as per standard format and ensure physical verification control in the CHTDF offices.

Qualifications and Experience : The candidate should have a Masters degree in Business Administration, Management, Commerce and Economics. The incumbent must have minimum 7 years experience in a similar position including at least five years in a large international organization preferably with the UN system; experience in procurement necessary. Ability to identify and analyze development opportunities and risks; good planning skills and ability to handle multiple tasks in efficient and timely manner are highly desirable. Fluency English and Bangla with professional drafting skills are essential. Advanced computer skills; including MS-Office applications and data management software is essential.

10. Procurement Associate : (One Position, Duty Station - Rangamati)

Duties and Responsibilities : Under the direct supervision of the CHTDF Senior Field Operations Officer (Rangamati), the incumbent will be responsible for: (a) assist in formulation and management of CHTDF local procurement plans, (b) organize local procurement processes including preparation of requests for quotations, invitations to bid, requests for proposals, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations, (c) prepare monthly reports on procurement, (d) maintenance of the rosters of local suppliers, participate in implementation of supplier selection and evaluation process, (e) prepares inventory reports as per standard format and ensure physical verification control in the CHTDF field offices, (f) assist in maintenance of procurement and contracting systems and processes that ensure effective programme ability to source and deliver quality goods, and (g) ensure full compliance and application of standard UNDP procurement and contracting rules, procedures and best practices.

Qualifications and Experience : The candidate should have a University degree in Business Administration, Economics or related field. The incumbent must have minimum 4 years experience in finance, administration and procurement related field essential. Good skills in MS MS Excel & MS Word and fluency in English and Bangla are essential.

11. Security Clearance Assistant : (One Position, Duty Station - Rangamati)

Duties and Responsibilities : Under the overall supervision of the CHTDF Field Manager/Area Security Coordinator, and direct supervision of the CHTDF Safety Management Specialist (SMS)/ Deputy Safety Management Specialist, the incumbent is responsible for assisting the UNDP-CHTDF Safety Management Unit in the execution of security clearance procedures and coordination responsibilities. The incumbent will be responsible for (a) assist in processing security clearance requests submitted by UN staff members/missions, (b) liaise and coordinate with UN staff members and field offices in CHT on Security Clearance (SC) issues, (c) operate software application and prepare Daily Travel Tracking Report for UNDPSS Office, (d) prepare UN staff members/missions travel update daily, (e) maintain updated list and database on CHT based UN staff members and the dependants, and (f) assist in organizing training courses.

Qualifications and Experience : The candidate should have a University degree in Commerce, Economics or Social Sciences. The incumbent must have minimum 2 years of secretarial or administrative work experience. Good computer skills and familiarity with MS-Office applications is essential. Fluency in Bangla and English (spoken and written) are essential.

12. Operations Associate : (One Position, Duty Station - Dhaka)

Duties and Responsibilities : Under the overall supervision of the CHTDF Deputy Director and direct supervision of the CHTDF Operations Manager, the incumbent assumes significant responsibilities to ensure compliance and completion of a broad range of procedures and requirements aimed at ensuring that CHTDF remains in sync and compliance with UNDP rules and systems. The Operations Associate will also work in close collaboration with the CHTDF Procurement Officer and CHTDF Senior Management. More specifically, the incumbent is expected to perform the following key duties and responsibilities:

Procurement Responsibilities : (a) Assist in formulation and management of CHTDF procurement plans, (b) organizes procurement processes including preparation of requests for quotations, invitations to bid, requests for proposals, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations.

Logistics Related Responsibilities : (a) Developing and implementing a logistics system to support the CHTDF at Dhaka Office, (b) supervision and assigning duties to the driver(s) of CHTDF-Dhaka, (c) oversee vehicle maintenance, fuel consumption, insurance and fitness, transportation assignment, drivers log book verification, etc.

Information and Communication Responsibilities : (a) Develop Intranet-website and e-filing system for CHTDF Dhaka office, (b) contribute to the development of the CHT data management system and creation of data bases as needed, and (c) carry out trouble shooting tasks to maintain smooth ICT operations in CHTDF as and when required.

Qualifications and Experience : The candidate should have a University degree in Business Administration or Economics. The incumbent must have minimum 4 years experience in finance, administration and/or procurement related field. Advanced level ICT skills, excellent skills in MS-Office applications, and Fluency in English and Bangla with good drafting skills are essential.

Persons selected for the above mentioned positions will be recruited under the standard UNDP Service Contract modality with an initial duration of one year which may be extended. Probationary period is three months. Short listed candidates are subject to written, computer and spoken skills test. Successful candidates will be medically tested.

Submission of Application : Application should be marked 'UNDP-CHTDF, F&A Section' and the position applied for should be clearly written on the right side of the envelope. Application including curriculum vitae and a recent passport-size photograph should be sent to the Director - CHTDF, UNDP-Dhaka, GPO Box: 224, Dhaka-1000, or deposited at the Deposit Box at the IDB Bhaban (Ground Floor), Begum Rokeya Sharani, Agargaon, Dhaka-1207 by 15th November 2006. Any attempt to influence the selection process will result in automatic disqualification of the recommended candidate.

Women candidates are especially encouraged to apply.
UN Offices are a smoke-free work environment.

FLAT TO-LET
3-bed, servant room with toilet at aptt. F-3, House-27, Road-36, Gulshan north. Opp. Wonderland. Pl. contact- 01711612060. C-2487

FURNISHED APT. TO-LET
3 BED, 3 BATH, TOILET WITH SERVANT ROOM, TOILET, DRAWING, DINING ROOM, FULLY FURNISHED 2000 SFT FLAT TO LET AT UTTARA SECTOR-4. PLEASE CONTACT: 8914371 OR 01710812465

Groom Wanted
A sophisticated, well-educated and respected Muslim family is looking for a suitable Groom for their daughter. She is very pretty, an electrical engineer and a U.S citizen residing in U.S. The groom must be from a respectable Muslim family, under thirty (30), professionally qualified (preferably with a degree in Engineering or Computer Science) and preferably residing in North America. Please send your detail to the Box No. A-251 C/o The Daily Star, 19 Karwan Bazar, Dhaka.

TO-LET
4 Bedroom furnished apartment 2500 SFT. for non locals at Gulshan-1, Dhaka
Contract : 01711-595265, 01715-055989

Great Vacations at Darjeeling & Doars
Attractive 3 Nights/4 Days Packages including sightseeing and transfer from border
Special packages for X'mas and New Year
HOTEL SINCLAIRS
Pressman House, 10A Lee Road, Kolkata 700 020
Tel: (9133) 2280 1317-20, Fax: (9133) 2280 0813
E-mail: sinclairscal@airtelbroadband.in
Website: www.sinclairshotels.com
From Burimara-Changrabandha border, Darjeeling is 5 hours drive while Chalsa in Doars is 2 hours drive

Construction work of the 15 Storied Massive Building of 500-bed Ahsania Mission Cancer Hospital at Uttara, Dhaka is progressing fast
To dedicate Bed, Ward, Cabin etc. of this Hospital in the name of your near and dear ones please contact us immediately
Dhaka Ahsania Mission
House # 17, Road # 12, Sector # 10, Uttara, Dhaka.
Phone : 8115531-2, 8115909, Fax: 8115010
E-mail : dambgd@bdfonline.com

Heartiest Congratulations
To Nobel Laureate
Professor Dr. Muhammad Yunus
Ghashful Chairman Shamsun Nahar Rahman Paron along with Professor Dr. Muhammad Yunus
GHASHFUL
www.ghashful.org

CAREER OPPORTUNITY
The Embassy of the United States of America is looking for an **Economic/Commercial Specialist** for its Economic/Commercial Section.
The Person will be responsible for Commercial Services, Data Analysis and Economic Reporting, Trade Promotion and Advocacy on behalf of the U.S. Government and U.S. commercial interests.
QUALIFICATIONS REQUIRED :
■ Graduation with a B.Com. or B.B.A. from a recognized University is a minimum qualification. Completion of an M.B.A. or M.S. in Economics is highly desirable.
■ 8 to 10 years experience involving management and economic or commercial analysis.
■ In-depth knowledge of American and Bangladeshi business structure and practice.
■ Fluent spoken and written ability in both English and in Bangla.
Please find the full job announcement on our website at: dhaka.usembassy.gov All applicants must complete the Embassy prescribed job application form and FAX it with contact telephone number to the Human Resources Office at FAX # 9887825 no later than **COB: November 5, 2006.**
The Embassy prescribed job application forms are available at the U.S. Embassy Gate 1, Madani Avenue, Baridhara, Dhaka during office hours and are also available on our website.