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> The proposal should include · Procedure/ Techniques proposed

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- Organization profile with resume of resource person(s)

Interested firms/organizations are requested to collect "Scope of Work (SOW)" from CARE-Bangladesh, Pragati RPR Center (8th Floor), 20-21, Kawran Bazar, Dhaka-1215, Phone: 9112315 from 9.00 am to 3:30 pm from November 28, 2006. Proposals must be submitted within December 10, 2006 to the General Manager, Human Resources Development & Management (HRD&M) Department. For any clarification please contact Mr. S. M. Muhsin Siddiquey, Project Coordinator, muhsin@carebangladesh.org. CARE-Bangladesh reserves the right to cancel the consultancy work without assigning any reason whatsoever.



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Employment Opportunity



UN Resident Coordinator's Office / United Nations Development Programme (UNDP) Bangladesh invites applications from Bangladeshi nationals for recruitment in the post of Personal Assistant to the Resident Coordinator (RC). The incumbent will be a National Officer (NO) at the level of NO-A/NO-B. Duty Station for the post is in Dhaka,

Major Duties and Responsibilities: Under the guidance and overall supervision of the Resident Coordinator, the incumbent will: (a) organize UNCT meetings and record and maintain minutes, (b) anticipate the needs of the RC to send routine communications and draft communications, (c) maintain excellent relations between RC front office and Government, diplomatic community and NGO sector, (d) undertake searches and preliminary analysis of material on request, (e) sift and sort by order of priority the RC's incoming communications and route them to appropriate persons, (f) maintain RC schedule, (g) ensure availability and provision of all supporting documents (speeches, papers, briefing notes, etc.) to RC in advance of the events, (h) draft speeches / speaking notes on request, (i) ensure that the RC has all necessary papers, bios and documents when she/he is going to attend meetings, functions, etc, (j) assist the RC in follow-up, checking with staff on status of work at required deadlines, (k) for transferable invitations that RC decides not to attend, route to relevant staff to ensure UN/UNDP presence, (1) ensure assembly and delivery of briefing packages for RC on return from trips abroad, (m) assist with the RC's travel requirements (bookings, visas, confirmations, etc.), (n) oversee the RC's filing system (hard and soft copies), (o) ensure diplomatic protocol of all RC related communications, (p) keep lists of key contacts up to date, and (q) assist with any other related functions that may arise from time to time.

Qualifications and Experience: The incumbent must have at least a Masters degree in Communication, International Relations, International Development Studies, or English, from any reputed university. S/he must have worked, preferably in a diplomatic mission or a multinational organization, in relevant positions for at least 5 years. The successful applicant must be highly organized, resourceful, and self-motivated, with excellent inter-personal communication, management and networking skills. Excellent communication skills in both writing and speaking English and Bangla are a must. Ability to write interesting, factually correct yet creative speeches is a must. Ability to manage stressful situations and to maintain calm under pressure is important. Mastery of diplomatic protocol is a must. Willingness to work flexible hours is required, depending on the schedule of the RC. Proficiency in computer skills, especially MS Office Suite, Graphics software such as Illustrator, Photoshop or Corel and email software is essential.

Submission of Applications: Applications should be marked 'Confidential' and the position pplied 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 Assistant Resident Representative (Human Resources), UNDP-Dhaka, GPO Box: 224, Dhaka-1000, ordeposited at the Deposit Box at the IDB Bhaban (Ground Floor), Begum Rokeya Sharani, Agrgaon, Dhaka-1207 by 12 December 2006. Any attempt to influence the selection process will result in automatic disqualification of the recommended candidate.

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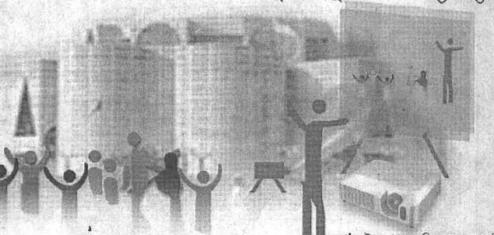
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