

VACANCY ANNOUNCEMENTS

PROJECT BGD/96/018-STRENGTHENING THE ELECTION COMMISSION FOR IMPROVEMENT IN THE ELECTORAL PROCESS

The Election Commission of Government of the People's Republic of Bangladesh, in conjunction with the United Nations Development Programme (UNDP) Bangladesh, seeks applications from Bangladeshi Nationals for the following positions:

A. NATIONAL CONSULTANTS

Position : Management Specialist for development & Planning Unit of the Election Commission

Duration : Full - time, 24 working months
Station : Election Commission Secretariat, Dhaka.

The Management Specialist will be responsible for establishing and operationalising a functioning and efficient in-house Development & Planning Unit for the Election Commission. This will require up-gradation of the present capacity into a unit capable of handling planning responsibilities for national, local, presidential and by-elections. In close conjunction with the National Project Director, the UNV Project Implementation Specialist, other project consultants and staff at the Election Commission, the consultant will, *inter alia* :

- assess existing capacity of staff/facility needs of the Development & Planning Unit within the Election Commission Secretariat ;
- prepare and submit a workable design for enhanced managerial and functional linkages for planning in the Election Commission in view of the Development and Planning Unit's key role in the electoral process ;
- recommend staff and skills requirements for the up-gradation of the Unit, design and action plan to realise recommendations for the Development and Planning Unit ;

Qualifications :

The incumbent will have a minimum post-graduate qualification and extensive work experience, preferably with a government agency. The consultant is also expected to have an outstanding record in management and/or management consultancy.

Position : Institutional Development Specialist

Duration : full-time, 6 working months
Station : Election Commission Secretariat, Dhaka.

The incumbent will be responsible for initiating and undertaking a study to assess election training needs at the sub-national level. The needs assessment will focus on institutional requirements with a view to establishing regional centers of election training as extensions of the national Electoral Training Institute. The consultant will :

- design and conduct the study in close consultation with the NPD, UNV Project Implementation Specialist, other project consultants and staff of the Election Commission Secretariat ;
- undertake field visits to ascertain the existing institutional capacity at the sub-national level ;
- consult with national and local level actors involved in election-management to determine the skill requirements of staff at regional levels ; and
- recommend options for the establishment of regional electoral training institutes.

Qualifications :

The incumbent will be expected to possess the minimum of a post-graduate degree in management, institutional development, or a related field. The incumbent will also possess familiarity with government institutions and preferably have a background in training.

B. SUPPORT STAFF

Position : Administrative Assistant-cum-Accountant

Duration : Full-time, 36 working months
Station : Election Commission Secretariat, Dhaka.

One administrative officer with accounting skills will be stationed in the Election Commission Secretariat in Dhaka. Working under the direction of the National Project Director, s/he will :

- Offer secretarial support (typing, filing, corresponding, arranging and maintaining appointments) to the NPD, UNV Project Implementation Specialist and other project staff as required ;
- Provide project accounting services to the NPD and UNV Project Implementation specialist; and
- any other Project-related duties as and when these arise.

Qualification :

The incumbent will have a minimum five years' experience in secretarial work as a personal assistant to a private company director and/or a government official. The incumbent should have initiative and be able to deal with a large portfolio of tasks. Accounting skills are essential, as are working proficiency in English and familiarity with word-processing/database software.

Position : Computer Operators (2)

Duration : Full-time, 36 working months each
Station : Election Commission Secretariat, Dhaka.

Two computer operators will be stationed at the Election Commission Secretariat throughout the duration of the project to provide day-to-day operational support for project execution. Responsibilities will include :

- data entry and word processing ;
- secretarial support to the NPD ;
- supplying timely updates on successive elections as per requirement ; and
- processing election related information into required/prescribed formats for the consumption of public officials and the general public at large through the print/electronic media and other outlets.

Qualification :

The incumbents will have a minimum honours degree with prior experience of database software and proven working proficiency in written English. Computer operators will also demonstrate strong learning skills and the ability to acquire and operate new database systems in a short space of time ; prior experience in computer-operating environment required.

Applications should be marked confidential and include a cover letter and two copies of the applicant's curriculum vitae. No copies of references, certificates or professional papers should be submitted at this time. Applications should be sent to the Manager, Human Resources, United Nations Development Programme (ref. : BGD/96.018), House 60 Road 11A, Dhanmondi R/A, Dhaka 1205 within 14 days of this advertisement. Only short-listed candidates will be contacted.

Note : Any attempt to influence the process of selection will result in the immediate termination of the candidate's application.

WOMEN ARE PARTICULARLY ENCOURAGED TO APPLY

'Abolish deputation of cadre officers in non-cadre posts'

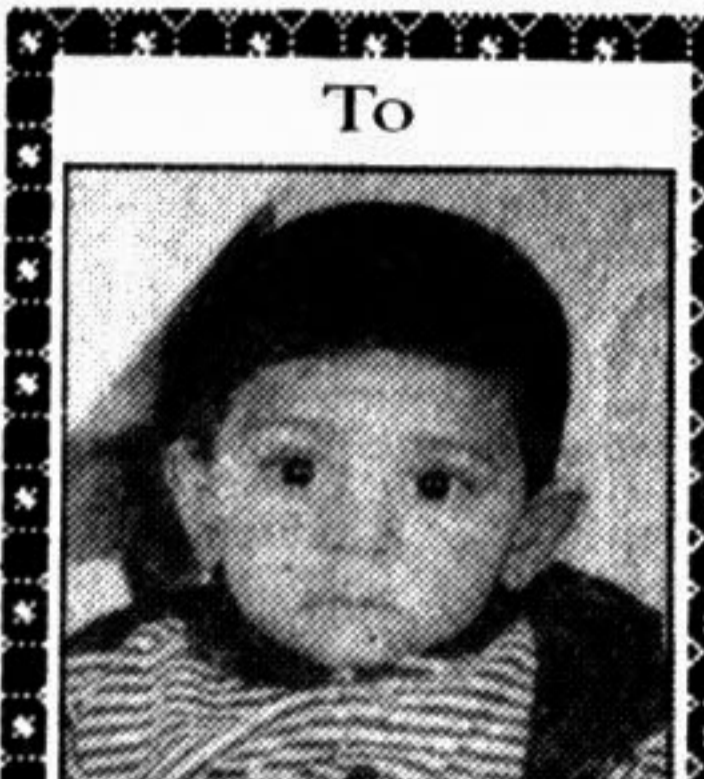
By Staff Correspondent
Leaders of Bangladesh Non-cadre Officers Association have demanded abolition of the practice of deputation of cadre officers in non-cadre posts to remove disparity between the two services.
Mohammad Abul Bashar Bhuiyan, President of the Association told reporters at Jatiya Press Club on Wednesday that it is affecting their service careers.
He urged the authorities to withdraw the officers on deputation in non-cadre posts and amend the current rules in this regard.
He also demanded abolition of the rules on deputing cadre service officers in different non-cadre posts in departments and directorates.

Besides, he urged the authorities to implement uniform policy for promotion of non-cadres at higher scales like the cadre officials, formulate rules of appointment at assistant secretary level to secretary level at the Secretariat and appoint non-cadre officials in these posts before formulation of such rules.
In support of his demands Bhuiyan referred to the annual report of the Bangladesh Public Service Commission in 1996, which recommended absorbing the top-most non-cadre jobs in cadre services.

Bangladesh envoy to Cyprus presents credentials

Bangladesh High Commissioner to Cyprus M Ruhul Amin has presented credentials to President Gaflos Clerides of Cyprus recently, reports UNB.
M Ruhul Amin, Bangladesh Ambassador to Egypt, is concurrently accredited to the Commonwealth country in the Mediterranean.
He apprised President Clerides about the political, economic and social development programmes of Bangladesh.

To



Syed Omar Kabir
ON HIS FIRST BIRTHDAY
LOVE & BLESSINGS
DADA & DADI
10-10-97

Old man killed in road mishap

By Staff Correspondent
A 70-year-old man was killed in a road accident near Dhaka University campus Wednesday afternoon.
The yet unidentified old man was crushed under the wheels of a speeding minibus while crossing the road in front of Curzon Hall at about 3 pm. He died on the spot.
Police seized the minibus but were unable to arrest its driver.
The body was sent to Dhaka Medical College Hospital.

Swedish envoy calls on Mozammel

Swedish Ambassador to Bangladesh Anders Johnson called on State Minister for Social Welfare and Women and Children Affairs Dr Mozammel Hossain here yesterday, reports UNB.
They discussed various matters of mutual interests during the meeting.
The State Minister apprised the envoy of different aspects of the national policy and plan of action on women and children development strategy, initiated so far by the present government.

One arrested with firearm

By Staff Correspondent
Police recovered a firearm and arrested one person in this connection from Tejgaon area in the city on Wednesday night.
Police arrested Aktar Hossain, 25, in a raid with the co-operation of the local people from South Begun Bari at about 9 pm, police said.
Police seized a swan-off single barrel gun with two live cartridges from Aktar.
A case was filed with Tejgaon than in this regard.

Bismillahir Rahmanir Raheem

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C-645 PRINCIPAL

IUCN — The World Conservation Union

Vacancy Advice

Country Representative — IUCN Bangladesh

Founded in 1948, IUCN — The World Conservation Union brings together States, government agencies and a diverse range of non-governmental organisations in a unique world partnership, some 900 members in all, spread across 136 countries.
Application are hereby invited from eligible candidates for the position of IUCN Country Representative in Bangladesh. IUCN strives to be an equal opportunity employer and welcomes applications from qualified men and women.
The successful candidate will be expected to take responsibility for overall direction, supervision, coordination and monitoring of IUCN Secretariat activities in Bangladesh and all other matters relating thereto.
The Country Representative will report to the Regional Director, S&SE Asia Programme.

Requirements

- University degree in natural or social science.
- At least fifteen years of progressive work-related experience in conservation.
- Relevant management experience.
- Proven resource mobilisation skills.
- Proven representational and negotiation skills.
- Proven networking abilities.
- Ability to communicate with and motivate staff and partner institutions.
- Written and spoken English; working knowledge of Bengali desirable. Knowledge of French and/or Spanish an advantage.
- Able to travel.

Interested candidates should apply before 21 November 1997 to: Director, Human Resources Management Division, IUCN — The World Conservation Union, 28 rue Mauverney, 1196 Gland, Switzerland. Fax: ++ 41 22 999 00 10; E-mail: mol@hq.iucn.org; http://www.iucn.org/

Dutch-Bangla Bank Limited
Head Office, Dhaka.

CAREER OPPORTUNITY

Recruitment of Probationary Officers

Dutch-Bangla Bank Limited, a joint venture with F.M.O. The Netherlands, is looking for recruitment as Probationary Officers, young and energetic candidates of exceptional promise and aptitude who are willing to face the challenge and work hard for a successful career in banking.

Candidates should be below 30 years of age and have Master Degree in any of the following subjects with atleast two first division in their academic career.

(i) Business Administration	(vi) Marketing
(ii) Economics	(vii) Public Administration
(iii) Accounting	(viii) Law
(iv) Management	(ix) Mathematics
(v) Finance/Banking	(x) Statistics

Candidates with BBA Degree may also apply

Computer knowledge in DOS & Windows, MS-Word, Lotus or Excel is preferred

The position offers monthly consolidated remuneration of Tk 6,500 during the probation period of one year. On successful completion of probation period, the candidates will be absorbed in the Officer's grade of the bank in the initial gross salary of Tk 8,500.

Selected candidates with MBA or its equivalent degrees from any recognized university and CA/ICMA degree holders may be offered a higher initial salary.

Those who are confirmed as Probationary Officers shall be required to complete 2 (two) years continued service in the Bank. In case of discontinuation of service at the candidate's instance before two years, she/he shall be liable to pay the Bank as compensation an amount equal to 50% of the salary paid during probation period.

Eligible and interested candidates should submit their complete Bio-data and enclosing attested copies of all certificates and marksheets, two recent passport sized photographs and contact Telephone No. etc., along with a Demand Draft/Pay Order for Tk. 200/- (Taka two hundred) only (non-refundable) issued from any Scheduled Bank in favour of Dutch-Bangla Bank Limited along with the application mailed to **Senior Vice President - I, Dutch-Bangla Bank Limited, Head Office, 1 Dilkusha C/A, Dhaka - 1000 to reach within 26th October, 1997.**

Election Commission Secretariat
Sher-e-Bangla Nagar, Dhaka.

EMPLOYMENT NOTICE

Applications are invited for the post of National Project Director of TA project entitled "Strengthening the Election Commission for Improvement in the Electoral Process". The project is designed to further strengthen the institutional capacity of the Election Commission to conduct future elections in a free and fair manner.

Duration : Full Time, 36 months.
Station : Election Commission Secretariat, Dhaka.

Responsibilities :

The National Project Director is the executive head of the project. She will be responsible for the implementation of overall project programme under the guidance of a Project Steering Committee. She will supervise all project activities and project staff. In close co-operation with national and international consultants, the National Project Director will :

- ensure that the project is established and implemented to strengthen improvement and efficiency of the democratic process, and will liaise with key ministries, NGOs and other civil society organizations to achieve this goal.
- prepare and submit to each tripartite review meeting a Project Performance Evaluation Report (PPER) Additional PPERs may be requested, if necessary, during the project;
- overview and implement the training programme and the voter education campaign components of the project;
- co-ordinate, through the Election Commission, the formulation of the Technical Advisory Group for voter registration; advise the Election Commission in appointing necessary staff for the electoral database and additional trainers for the Training Institute; advise Election Commission and oversee formulation of the committees necessary to address the recommendations of the national election conference;
- review the current system and identify needs, including software, hardware and other support to produce the electoral roll on the computer;
- the NPD is expected to take up his/her assignment immediately.
- the Secretary, ECS, will oversee the NPD in his/her day to day activities; accordingly the NPD will report to the Secretary.

Qualification and Experience :

The incumbent should have a minimum Post Graduate Degree in any discipline, Must have worked in senior management positions and have extensive experience of handling Govt. procedures and project implementation. Retired Govt. employees with necessary qualifications and experience may also apply.

Applications in plain paper stating name of the candidate, father's name, present and permanent address, date of birth, telephone and fax no. if any, nationality, educational qualifications, experience and a short write-up indicating, why he is best suited for the job etc. should reach "Secretary, Election Commission Secretariat, Sher-e-Bangla Nagar, Dhaka" within 14 days of the advertisement. Attested copies of certificates and two copies of recent passport size photographs duly attested by a first class Gazetted Officer are to be submitted with the application. Incomplete applications will not be considered. Only short-listed candidates will be contacted.

Women are particularly encouraged to apply.

(C. H. Saha)
Joint Secretary
and
National Project Director
Strengthening the Election Commission
for Improvement in the Electoral Process