

Government of the People's  
Republic of Bangladesh  
Department of Social Services  
Social Welfare Complex  
E-8/B-1, Agargaon, Sher-e-Bangla Nagar  
Dhaka-1207.

Memo. No. DSS (UNDP)/ARISE/1/99 Dated: 05/01/1999

## Vacancy Announcements

Applications are invited from Bangladeshi nationals for appointment to different categories of Project Personnel under UNDP-funded Technical Assistance Project entitled 'Appropriate Resources for Improving Children's Environment (ARISE)'. The applicants for the posts from serial no. 2 to serial no. 4 will have to submit their CV along with the application. Applicants for other posts will have to submit plain application.

### 1. Senior Deputy Project Co-ordinator (SDPC) (based in Dhaka).

**Qualifications and duties:** Minimum second class Master's degree in Social Science with minimum 5 years experience in the field of child welfare related activities. S/he will assist the National Project Director (NPD) in all respects of ARISE in order to realise the objectives of the project. S/he is to assist the NPD to plan, execute programme, monitor, evaluate and prepare regular reports on the project activities. S/he should have working experience with expatriate and local consultants, government functionaries and NGOs. S/he should have experience of organising of seminars, workshops and meetings and should have the experience of supervising qualified professional project personnel including staff development through training. Excellent command in both English and Bengali, spoken and written with good communication skill is essential. Basic computer knowledge will be additional qualification. The job is a challenging one requiring exploratory initiative. Age: Not below 40 years.

### 2. Divisional Co-ordinator — 6 (based in 6 divisional headquarters):

**Qualifications and duties:** Minimum second class Master's degree in Social Science with minimum 3 years experience in the field of child welfare related activities. As Deputy Co-ordinator, s/he will assist the NPD to plan, execute and monitor the project activities of the assigned division. S/he should have working experience with govt functionaries, NGOs and local administration. S/he should have good command in both English and Bengali, spoken and written with good communication skill. Familiarity with word-processing and database software is essential. Age: Not below 30 years.

### 3. Administrative Assistant — 1 (based in Dhaka).

**Qualifications and duties:** Administrative Assistant will work under the direction of the National Project Director, S/he will:

- Offer secretarial support (typing, filling, corresponding, maintaining appointments) to the NPD and other project staff as required,
- provide project accounting services to the NPD; and
- any other project-related duties as and when required.

### Qualifications:

The incumbent should have a minimum second class Master's degree in Social Science with at least 5 years experience in administrative work in private company/government office. S/he will have initiative and be able to deal with a large portfolio of tasks. Working proficiency in English and familiarity with word-processing/database software is essential. Priority will be given to those having diploma in personnel management.

### 4. Accountant — 1 (based in Dhaka).

Accountant with accounting skills will work under the direction of the National Project Director. S/he will:

- perform all duties relating to the maintenance of account and preparation of accounts-related reports of the project.
- provide project accounting services to the NPD, and
- any other project related duties as and when required.

### Qualifications:

The incumbent should be at least a second class Master's degree in Accounting with a minimum 5 years experience in accounting work in private company/government office. The incumbent will have initiative and be able to deal with a large portfolio of tasks. Accounting skills are essential, as is working proficiency in English and familiarity with word-processing/database software. Priority will be given to those having experience in UNDP accounting system. Age: Not below 30 years.

### 5. Secretary — 2 (based in Dhaka).

Both the secretaries will be stationed at the project office throughout the duration of the project. One will work as the secretary to the NPD. S/he will work:

- drafting, sending and filling of all types of correspondences with project staff and other related offices/organizations,
- data processing and entry, and
- any other relevant duties as decided by the NPD and project staff.

### Qualifications:

The incumbent must be minimum second class Master's degree holder with prior experience of word-processing and database software e.g. (MS Word FoxPro) and strong working proficiency in written English, as well as excellent written and spoken Bangla. S/he will also possess proven learning skills and ability to develop his/her capacity related to the project in a short span of time. The secretary to the NPD should have proficiency in English conversation along with the experience of telephone operation. Age: Not above 30 years.

### 6. Driver — 2 (based in Dhaka).

2 drivers will be assigned full-time to drive project vehicles for duties related to project implementation within Dhaka and throughout Bangladesh. Her/his responsibilities will include:

- driving project vehicles,
- delivery and collection of mails and documents,
- maintain log book for-trips, daily mileage, gas consumption, etc.
- day to day maintenance of the assigned vehicle, and
- any other relevant duties as decided by the NPD and project staff.

### Qualifications:

The incumbent must have passed Secondary School Certificate Examination or equivalent and have a minimum 5 years driving experience preferably in a government department, NGO or private organisation. Only candidates with full references and recommendations will be considered for the positions. Experience in driving abroad and/or good knowledge in spoken English would be considered as added qualification. Age: Not above 35 years.

### 7. Ground Staff/Messenger — 10 (6 in Divisions — 4 in Dhaka).

Must have passed Secondary School Certificate Examination, be physically fit, must know cycling and have some experience of maintenance of office records and files. Age: Not above 32 years.

### 8. Night Guard — 1 (based in Dhaka).

Must have passed class VIII and possesses good physique. Remuneration for all the posts would be decided in accordance with the set UN standard for each post matching with qualification and experience. The project period is three years. Contract of appointment will be initially for one year subject to renewal annually for those with proven capacity.

Applications should be marked confidential and include a cover letter and two copies of applicant's curriculum vitae as asked for. Photocopies of references, certificates or professional papers should be submitted along with the application. Applications should be sent to the National Project Director, (Ref: BGD/97/028-Appropriate Resources for Improving Children's Environment, Social Welfare Complex, E-8/B-1, Agargaon, Sher-e-Bangla Nagar, Dhaka-1207) no later than 28th January 1999. Only short listed applicants will be contacted.

### WOMEN ARE ENCOURAGED TO APPLY.

Md. Abdus Samad  
Deputy Director  
Department of Social Services  
&  
National Project Director  
Project No. BGD/97/028

## UNITED INSURANCE COMPANY LIMITED

Registered Office : Camellia House  
22 Kazi Nazrul Islam Avenue, Dhaka-1000

### INTERIM DIVIDEND

### NOTICE OF BOOK CLOSURE TO THE SHAREHOLDERS

This is to notify to the honourable shareholders of the Company that an interim dividend of Tk. 5.00 per share of Tk. 100.00 each for the year 1998 has been declared by the Board of Directors of the Company.

In this connection the Share Register of the Company will remain closed from 27 January 1999 to 2 February 1999 (both days inclusive) and during this period no transfer of shares will be effected. The shareholders whose name will be appearing in the Share Register on 26 January 1999 and those who will deposit their share for transfer within office hour on the same day will be eligible for the interim dividend.

By order of the Board,

Dated : 11 January 1999 EXECUTIVE DIRECTOR

## Office of the Chief Engineer

Islamic University  
Kushtia

### Tender Notice

No 48/Engg/Furniture/1998-99

Dated: 5-1-99

Sealed tenders are invited from the bonafide manufacturers and suppliers of Steel/Wooden and Steel-Wood combined furniture for supply of different kinds of furniture in different groups (10 groups) for the Islamic University, Kushtia. Tender schedule and other relevant papers will be available in the Agrani Bank, Islamic University Branch, Thanapara Branch, Kushtia, Agrani Bank, Main Branch, Jhenidah and office of the Superintendent of Police, Kushtia & Jhenidah from 16-1-99 to 31-1-99 during office hours on payment of Tk 300/- (Taka three hundred) only for each group (non-refundable). Details information regarding tenders will be available in the office of the undersigned.

Tender will be received up to 12:00 Noon of 1-2-99 in the office of the Treasurer, Islamic University, Kushtia, Deputy Commissioner, Kushtia, Superintendent of Police, Kushtia and Jhenidah and will be opened on the same day just after closing the tender in presence of the tenderer (if any). Each tender should be accompanied with earnest money as mentioned and against each group of work in the form of Bank Draft/Pay Order/CD/DD from any scheduled bank in favour of the Islamic University, Kushtia.

The authority reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

Chief Engineer  
Islamic University  
Kushtia.

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## What's on today....

**Open discussion:** Bangladesh Nari Progati Sangha will hold an open discussion on 'Spirit of Liberation War and Equal Rights for Women.' Venue: WVA auditorium, Rd No 27, Dhanmondi. Time: 10 am.

**Lecture:** Bangladesh College of Physicians and Surgeons (BCPS) will hold a lecture on 'Menstrual Dysfunction.' Speaker: Prof Iain T Cameron, Dept of Obstetrics and Gynaecology, University of Glasgow (UK). Venue: BCPS auditorium, Mohakhali. Time: 10 am.

**Book launching and seminar:** Society for Environment and Human Development (SEHD) will launch its book 'Bangladesh — Land, Forest and Forest People.' It will also hold a seminar on 'Land, Forests and Environment in the Chittagong Hill Tracts.' Venue: Goethe Institut, House No 10, Rd No 9, Dhanmondi. Time: 10:30 pm.

**Discussion meeting:** Society for Environment and Human Development (SEHD) will hold a discussion meeting on 'Shrimp Cultivation and Coastal Environment.' SEHD will also screen its documentary film titled 'Chokoria Sundarban: A Forest without Trees.' Venue: Goethe Institut, House No 10, Rd No 9, Dhanmondi. Time: 2:30 pm.

**Meeting:** The regular weekly meeting of the Rotary Club of Dhaka North will be held. Venue: Sonargaon Hotel. Time: 4:30 pm.

## Weather

### Fall in temperature likely

Weather is likely to remain mainly dry with temporary and partly cloudy sky over the country during the next 12 hours, reports UNB.

Slight fall in night temperature is expected across the country during the period, according to the Met Office.

Yesterday's highest temperature of 28.3 degree Celsius was recorded at Teknaf and the lowest of 10.4 degree Celsius at Srimongal.

The sun sets today at 5:30 pm and rises tomorrow at 6:44 am. Maximum and minimum temperatures and humidity recorded in some major cities and towns yesterday were:

City/Town	Temperature in Celsius			Humidity in Percentage
	Max	Min	Morning	Evening
Dhaka	24.3	15.3	71	65
Chittagong	25.5	14.2	82	77
Kulma	24.0	15.0	74	79
Rajshahi	22.4	11.7	88	66
Barisal	23.5	15.2	87	80
Sylhet	23.7	13.5	91	80
Cox's Bazar	24.7	15.5	76	66

### JU holiday

Jahangirnagar University goes on a 20-day holiday today, combining the Eid-ul-Fitr and winter vacations, reports UNB.

Academic activities will remain closed during the period, but the year final examinations under various departments of the university will be held as usual.

The classes will resume on February 1.

### MISSING

Amiya (Bacchu), your mother is ill and very anxious for you. Please come back soon without any fear or hesitation. Any kind-hearted person finds him, please contact on Phone No. 325159. (Dhaka). Father

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### Birth anniversary of Justice Mursheed today

The 88th birth anniversary of late Chief Justice Syed Mahbub Mursheed, an eminent jurist and one of the greatest constitutional lawyers of the sub-continent, will be observed today, reports UNB.

A Gurankhuan will be held at his mazar at Banani and Syed Mahbub Mursheed Memorial Committee will lay wreaths there on the occasion, said a press release.

Various socio-cultural organisations have also chalked out elaborate programmes to highlight the life and activities of the most distinguished son of the soil.

### Sangsad officials need special training: Speaker

Speaker Humayun Rasheed Chowdhury has stressed the importance of training of Parliament Secretariat officials to improve their efficiency in official work, reports UNB.

"Parliament Secretariat officials need special training as the type of its work different from other government institutions," he said addressing a certificate giving ceremony in the city yesterday.

The Speaker hoped that the facilities to impart training to the officers and employees would be increased upon completion of the work of Institute of Parliamentary Studies.

The institute is being set up with the financial assistance of UNDP, said an official handout.

### BCC to give 396 computers to schools

The Bangladesh Computer Council (BCC) will distribute 396 computers to secondary schools to help introduce computer course, said an official handout yesterday.

BCC informed this to Science and Technology Minister Noor Uddin Khan when he visited its office.

The Executive Director Dr M Abdus Sobhan told the minister that they imparted training in computer programming to 3,273 youths since July last year.

### Pry teachers' salary sent to banks

Cheques for the government's portion of the salary of the registered primary schools' teachers for the months of November and December, 1998 have been handed over to the concerned head offices of the banks, an official handout said yesterday, reports BSS.

The head offices of the banks will send the amount to the respective accounts of the concerned teachers in their respective branches of the local banks, it added.

Concerned teachers have been requested to contact with their concerned banks for drawing their respective amount of money.

## Directives to ensure safe journey of home-bound people during Eid

An inter-ministerial meeting yesterday issued directives to the departments concerned to ensure the safety and comfort of passengers travelling home during the period prior to Eid-ul-Fitr, reports BSS.

The meeting was held with State Minister for Shipping Mofazzal Hossain Chowdhury in the chair.

The state minister specially asked the Bangladesh Inland Water Transport Corporation (BIWTC) and Bangladesh Inland Water Transport Authority (BIWTA) to ensure safe journey of passengers.

The meeting took decisions to keep all ferries running round-the-clock in Aricha-Daulatdia, Aricha-Kazirhat and Mawa-Chair Janjat routes and increase the number of ferries in Mawa route. Besides, additional contingent of the police force will be deployed in Mawa Ferry Ghat to control the traffic at the ferry ghat.

The state minister asked the BIWTA to take measures for dredging of rivers on emergency basis for the convenience of ferry movement.

Secretary of the ministry of shipping, chief of the organisations under the ministry and representatives of home ministry and local government ministry attended the meeting.

## WANTED

P.A. to our Chairman & Managing Director is required, H.S.C. passed male candidates having proficiency in Spoken English may apply within 18-01-99.

**Givenchy Group of Industries**  
53, Motijheel C/A, (2nd Floor), Dhaka-1000, Bangladesh.

## APARTMENT TO LET