

Metropolitan

INFRASTRUCTURE DEVELOPMENT COMPANY LIMITED
The Private Sector Infrastructure Development Partner

VACANCY ANNOUNCEMENT

Infrastructure Development Company Limited (IDCOL), a Public Limited Company engaged in financing of Infrastructure Projects sponsored by the private sector, seeks applications from Bangladeshi nationals for the following positions. The duration of appointment will be between 3-5 years and renewable annually on the basis of performance.

1. Post Title: Company Secretary

Duties and Responsibilities: Organisation of Board meetings, recording and drafting of proceedings of the Board/General Meetings, performing other Company matters; overall administrative and financial matters, preparation of Company's business plan and budget, and control of expenditure under the supervision of the Executive Director.

Qualifications:

- Preferably a Chartered Secretary with 5 years practical experience in Company, Commercial and Capital market laws and regulations
- Masters degree in Business/Law/Commerce/Economics, at least two first division/class
- Strong written and oral communication skills in English
- Computer skills including word processing, spreadsheet, graphics and database management
- In case of highly experienced candidates the qualification requirement may be relaxed

Age Limit: 50 years

Remuneration: Negotiable, based on compensation received at the present place of employment.

2. Post Title: Executive Assistant

Duties and Responsibilities: Assist Executive Director of the Company in processing of loan applications, project evaluation, project inspection, loan management, protocol, and office administration.

Qualifications:

- Bachelors degree in Engineering/Business/Law, all three first division/class
- Some work experience in the private sector
- Strong written and oral communication skills in English
- Computer skills including word processing, spreadsheet, graphics, database management and Programming

Age Limit: 30 years

Remuneration: A consolidated all inclusive salary between the range of Taka 20,000 to Taka 30,000 per calendar month on average will be paid.

3. Post Title: Accounts Assistant

Duties and Responsibilities: Maintenance of computer based Company accounts, liaison with Banks, Auditors, and office of the Registrar of Joint Stock Companies and Firms

Qualifications:

- Bachelors degree in Commerce, at least one first division/class
- At least 2 years relevant professional experience
- Knowledge of Company matters
- Computer skills including word processing, spreadsheet, graphics, accounting software management and programming

Age Limit: 30 years

Remuneration: A consolidated all inclusive salary between the range of Taka 15,000 to Taka 23,000 per calendar month on average will be paid.

4. Post Title: Office Support Staff

Duties and Responsibilities: Security and cleanliness of office, operation of office equipment, dispatch of letters, transferring telephone calls, taking care of plants, arranging reference materials on the shelves and replenishing supplies of stationery. Performs other duties as directed by the supervisor.

Qualifications:

- Bachelor's degree
- Ability to read English and follow simple conversation in English
- Some previous experience in operation of office equipment

Age Limit: 30 years

Remuneration: A consolidated all inclusive salary between the range of Taka 8,000 to Taka 13,000 per calendar month on average will be paid.

Persons only fulfilling the above criteria should apply with Resume (no copies of certificates, references or professional papers) and a recent passport size colour photograph to Infrastructure Development Company Limited, G.P.O. Box No.: 619, Dhaka, on or before March 15, 1999. Only shortlisted candidates will be contacted. Any direct or indirect solicitation will automatically disqualify the candidate.

Pak FM says
D-8 bloc about to enter a more active phase of cooperation

Pakistan's Foreign Minister Sartaj Aziz, who arrived yesterday for the D-8 summit, said the new economic bloc would enter into a "more active phase" of economic cooperation among the member states, reports UNB.

Talking to UNB on arrival at the Zia International Airport this morning, he said the D-8 has identified a number of ideas, projects and proposals in last two months for cooperation in economic, trade and technical sectors.

The Dhaka summit would give a new momentum for the implementation of those projects, Aziz said.

The D-8 was launched in Istanbul in 1997 with eight OIC member states — Bangladesh, Pakistan, Iran, Malaysia, Indonesia, Egypt, Turkey and Nigeria — to forge greater economic cooperation.

Foreign Minister Abdus Samad Azad received his Pakistani counterpart at the airport. Pakistan High Commissioner in Dhaka Karam Elahi and Bangladesh High Commissioner in Islamabad Masum Ahmed Chowdhury were present.

The Pakistan Foreign Minister said the first phase of the bloc was more exploratory, a lot of work has been done identifying various projects and proposals of cooperation.

He said the whole idea behind the grouping was to promote cooperation in economy and concentrate on technical collaboration. "We can learn from each other and share our markets ... I hope, the D-8 will enter into a more active phase now."

Asked how he sees the prospect of D-8 in the backdrop

of slow progress of SAARC. Sartaj Aziz said SAARC has a political problem that obstructs its progress in view of the India-Pakistan relation, India-Sri Lanka problem and India-Nepal problem.

"D-8 has no political problem and the relations between D-8 member countries are smooth and harmonious," he said.

He, however, hastened to add that he is also hopeful about the SAARC since India and Pakistan are now trying to resolve their political differences.

Asked whether the Vajpayee-Nawaz Sharif meeting in Lahore last week would accelerate the solution of Kashmir dispute, the Pakistan Foreign Minister called it a good beginning and said: "For the first time, India has shown willingness to discuss Kashmir as the core issue."

He said: "Before India was not willing to talk about Kashmir. But now they want to discuss Kashmir seriously. They've also accepted that without discussing this issue, the relation cannot be normalised."

About Dhaka-Islamabad relations, the Pakistan Foreign Minister said, "It's very good and cordial" and added: "We need to expand our bilateral trade."

Responding to a query about the repatriation of stranded Pakistanis from here, he said the Pakistan government is trying to mobilise funds needed for the housing of these people.

Aziz referred to the 50:50 sharing of funds by the Pakistan government and the Rashtra Al Alam Al Islami. He said the preparation is on to build houses in the State of Punjab

for their rehabilitation. However, the Pakistan Foreign Minister could not give any specific time for the repatriation of nearly 2.5 lakh stranded Pakistanis languishing in different camps since the independence of Bangladesh in 1971.

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A leading Multinational Pharmaceutical Company in the world wishes to further expand its operation in Bangladesh to consolidate its position in the country.

Currently, the Company wishes to strengthen its "Product Management" team who are part of the core corporate management. They should be of the age group around 30 and could be of either sex. The candidate should possess master's degree in Pharmacy, preference will be given to those having MBA in addition to M. Pharm.

The candidates should have innovative ideas in designing promotional strategy. Aptitude for and expertise in copy writing is necessary. Familiarity with budgetary principles and clear vision on field level implementation are the qualities required.

The job entails field visits for interaction with professional groups and to evaluate impact of the Company's comprehensive promotional programme.

Previous experience is not essential, as on the job orientation will be provided after appointment.

Selected candidates will have clear career progression.

A competitive compensation package will be offered to selected candidates.

If you meet our requirements, please write along with complete CV and a recent passport size photograph to MRK Consultants, Bilquis Tower (3rd floor), 6 Gulshan North C.A. Dhaka 1212. Tel : 885074, 885100 Fax : 880-2-885086 by March 15, 1999.

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WORLD BANK VACANCY

(Women are particularly encouraged to apply)

Position: Team Assistant

Background: The World Bank Dhaka Office is seeking applications from qualified, bright, young candidates for the position of a Team Assistant to provide operational and secretarial support to the Health, Nutrition and Population Team.

Minimum Requirements:

- B.A. or equivalent degree from a recognized university;
- 2-5 years of responsible, relevant office support experience;
- Proficient English language skills and passing scores on the Bank's entry tests for English grammar and proofreading;
- A diploma in secretarial science is desirable but not essential;
- Knowledge of personal computer;
- Knowledge of essential elements of Windows;
- Accurate keyboarding skills at 50 wpm;
- Strong command over written and spoken English.

Professional Competencies:

- Knowledge of and sustained performance in basic office support tasks, including ability to use standard computer applications to produce documents and to import or convert files from one software application to another
- Ability to maintain current and complete filing systems and record data/information accurately
- Basic skills in electronic mail
- Organizational skills to maintain calendar of team members, schedule and organize activities to meet work goals, make arrangements for operational travel, and assist in preparation of travel requests and statements of expense.
- Ability to retrieve reference materials from various sources (e.g. file stations, Library, Internet)
- Willingness to seek and accept guidance from more experienced Team Assistant staff in learning the job in the team environment
- Ability to take comprehensive and accurate phone calls/messages, ensuring they are appropriately routed in a timely manner
- Ability to produce high-quality work under pressure and in stressful situations including interruptions, obstacles, and setbacks.

Deadline: Applicants are requested to write to Manager, Administration, The World Bank, 3A, Paribagh, Dhaka 1000, by March 10, 1999, with a copy of their resume.

Applications initially short-listed will receive a standard application form for completion before the interview. Thereafter we will correspond only with those candidates.