

Metropolitan

Shetubondha Presents

Ghazal evening with Jagjit Singh



at
Winter Garden
Dhaka Sheraton Hotel
Time 7pm
Date
16 & 17 March '99

Ticket Tk. 2,000.00

TICKETS ARE AVAILABLE AT:

VIDEO CONNECTION ROSE VALLEY ANANDA CONFECTIONERY SHETUBONDHA
Gulshan, Uttara Banani Mohakhali, Chawk Bazar Tel: 911837

SWISS BAKERY FILM FAIR DHAKA SHERATON HOTEL
Baily Road Dhamondi, Sobhanbag Shahbagh Tel: 863391-5



Career Opportunity

Vacancy for a Personal Assistant to the Head of the UK Department for International Development office in Bangladesh

The task of DFIDB is to implement a development strategy and manage an aid programme which seeks to achieve a consistent and effective contribution to poverty elimination in Bangladesh. DFIDB's team of full-time professional advisers and administrative staff is mostly based at the British High Commission building, Baridhara, Dhaka. DFIDB is enhancing its activities and re-structuring its office with the intention of providing long-term career opportunities to people of high potential with a genuine interest in development aid.

Personal Assistant to the Head of DFIDB

This is a key post which is busy and calls for flexibility in time spent in the office. As PA you will provide the Head of the office with secretarial, clerical and administrative support, including:

- Copy and audio typing (at a minimum of 50 wpm)
- Answering and screening incoming telephone calls
- Maintaining a diary of meetings
- Arranging VIP visitor programmes
- Handling the logistics of seminars hosted by the Head of DFIDB
- Assisting with the production of briefs and briefing folders
- Issuing invitations and maintaining guest lists

Skills and experience required

If selected for interview you will be tested in keyboard and audio skills at the stipulated minimum speed. You will need to prove your ability as a competent user of Microsoft Office, 97, e-mail, a contact management system and the Internet, as well as standard office equipment such as telephone, fax and photocopier.

You will need excellent spoken and written English and preferably Bangla. You will need to be reliable under pressure and able to accept responsibility in the absence of your senior officer, relying on your own good organisation and sense of priorities.

In addition to the skills listed, successful applicants for interview are likely to be graduate first degree holders with three years' experience as a personal or executive assistant to the head of an aid donor's office in Bangladesh, or as holder of a similar position in a commercial company.

The appointment would be for one year in the first instance, with extension subject to satisfactory performance. Salary would take account of skills and experience.

Interested candidates should send their CV, including current salary and at least two names of referees with telephone numbers, by 21 March to the First Secretary (Management), DFID, British High Commission, PO Box 6079, Dhaka-1212. Please mark the envelope "Personal Assistant." Applications received after 21 March will not be considered. Only candidates called to interview will be contacted. D-140

CAREER OPPORTUNITY

1. DEPUTY DIRECTOR CAMPAIGNS:

Educational Qualification: M. COM. in Marketing with Honors and/or MBA

Experience: 6-10 years in research & marketing of service oriented products plus working exposure to NGOs with special focus on population/health sector; working in or with advertising agencies and marketing departments.

Applicants should have the ability to: provide leadership on campaign management and external relations; ensure excellent client relations; monitor the quality and timeliness of materials submitted to clients; supervise Account Executives, Campaign Executive and M&E Manager; ensure that Account/Campaign Executives understand clients business; provide campaign & research management including conceptualization, analysis, strategy and supervision of monitoring and evaluation; eventually help implement the strategic plan; provide leadership in preparing annual campaign plans. Applicant must have strong communication background with strong interpersonal skills and excellent presentation and writing skills.

2. TRAINING MANAGER:

Educational Qualification: M.A/M.COM. with Honors or MBA

Experience: 6-10 years in communication & private sector training management plus working exposure to NGOs with special focus on population/health sector.

Applicants should have ability to: provide leadership in training; build a professional training team; supervise trainer and curriculum developer; ensure appropriateness, quality and timeliness of courses; ensure responsiveness of training courses; lead training workshops; ensure curriculum and materials adequately tested; implement strategies for training; demonstrated ability to conceptualize and analyze situations; demonstrated ability to develop and implement new course. Applicant must have strong interpersonal skills and excellent writing and spoken skill in English.

3. MONITORING & EVALUATION MANAGER:

Educational Qualification: M.A/M.COM. with Honors or MBA

Experience: 6-10 years in research & M&E background plus working exposure to NGOs with special focus on population/health sector.

Applicants should have ability to: provide effective and credible leadership of M&E; put "M&E" on people's agenda; supervise one officer; visit client's operations and personally monitor communication and training activities; use TA to help design and implement monitoring and evaluation systems; implement those procedures; present findings to senior management and clients; write reports on M&E. Applicant must have good interpersonal and presentation skills.

4. CAMPAIGN EXECUTIVE:

Educational Qualification: M.A/M.COM. with Honors or MBA

Experience: 4-6 years in marketing of IEC activities plus working exposure to NGOs with special focus on population/health sector and advertising agency.

Applicants should have ability to: oversee day to day relations with assigned clients; learn their business; before submitting materials for client's approval ensure that materials prepared for the client meet their needs; provide effective feedback from the clients to message developers and organization management; identify and solve problems before they become serious; monitor budgets; good writing skills.

A good salary package will be offered. Qualifications mentioned above for all the positions may be relaxed at the discretion of BCCP provided candidates are found otherwise suitable.

The application should include an updated CV, a recent passport size photograph and names of three professional references and be addressed to the Director & CEO, Bangladesh Center for Communication Programs. The application however be sent to the Administrative Officer, BCCP, House # 64A, Road # 8/A (New), Dhamondi, Dhaka-1205 by March 24, 1999.

JU students, teachers face acute water crisis.

By JU Correspondent

Over 6,000 students, teachers and staff of the Jahangirnagar University who reside in the vicinity of the campus are facing serious water crisis as all three water pumps on the campus remain inoperative for almost all day and night.

The situation has been continuing for the last six days.

Officials and engineers have come up with different versions regarding the problem. The administrative officials attributed the problem to "low voltage" of electricity while engineers say two pumps are already out of order and the rest does not work properly.

Meanwhile, many students, both male and female, have already left their dormitories due to scarcity of water. Students are also staging demonstrations on the campus demanding immediate steps to solve the crisis.

The situation is appalling. We are virtually passing the days without water," said a female student of Jahangirnagar Imam Hall while taking about their suffering. "Water starts to flow in for a few hours only at dead of night."

Although Karnaluddin Hall, Shaheed Salam Barkat Hall and Mosharrif Hossain (MH) Hall still have regular supply of water, the other halls — Al-

Choral Music concert March 19

By Staff Correspondent

A concert of choral music will be held at the Armenian Church at Armanitola on March 19.

Cantemus, a chamber choir, Morning Sky, a women's choir and Expatria, Dhaka's vocal octet, will perform at the concert.

The programmes include English and Italian madrigals and European church music.

Tickets for the concert are available at Alliance Francaise, the British Council and Ideas' at Gulshan.

Bangladeshi TV consultant awarded

Nazrul Islam, a noted TV consultant and filmmaker, has received the first prize of the 4th International Festival of Films ENVIROFILM-98 for his videofilm "Chakaria Rickets", reports UNB.

Foreign Minister Abdus Samad Azad handed over the award, carrying a crest and citation, to Nazrul at a ceremony in the city Thursday.

The video film, "Chakaria Rickets", was sponsored by CYMMIT, an international organisation working in the field of agriculture. It was produced by Worldview International Foundation in Bangladesh.

Ershad performs Umrah at Makkah

Former president and Jatiya Party chairman H M Ershad, now in Saudi Arabia, performed Umrah at Makkah on Monday night, reports UNB.

He also offered prayers at the 'Rouza Mubarak' of Hazrat Muhammad (SM) in the holy city of Madina on Wednesday afternoon, said a party press release yesterday.

Former State Minister for Religious Affairs and JP vice-chairman Kazi Shah Mofazzal Hossain Kalikobad MP, international affairs secretary Golam Mossi and the private secretary to the ex-president, Major (retd) Muhammad Khaled Akhter, accompanying him, also performed the rites.

Handicrafts show begins tomorrow

Soldiers' Family Welfare Association has organised a four-day "summer handicrafts exhibition '99" at Senakunja which will begin tomorrow, reports BSS.

Chief of Army Staff Lieutenant General Muhammad Mustafizur Rahman, Birbikram, will inaugurate the exhibition, said an ISPR press release.

A variety of dresses for all age groups and various handicrafts made by the Soldiers' Family Welfare Association members will be available at the exhibition.

The exhibition will be open only to ladies and children from 10 am to 8 pm every day till March 17.

NOW SHOWING 2ND WEEK atMODHUMITA
GOLDENEYE

(10.30, 1.00, 3.30, 6.00, 9.00)

WANTED

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31, NORTH GULSHAN C/A
GULSHAN-2, DHAKA-1212

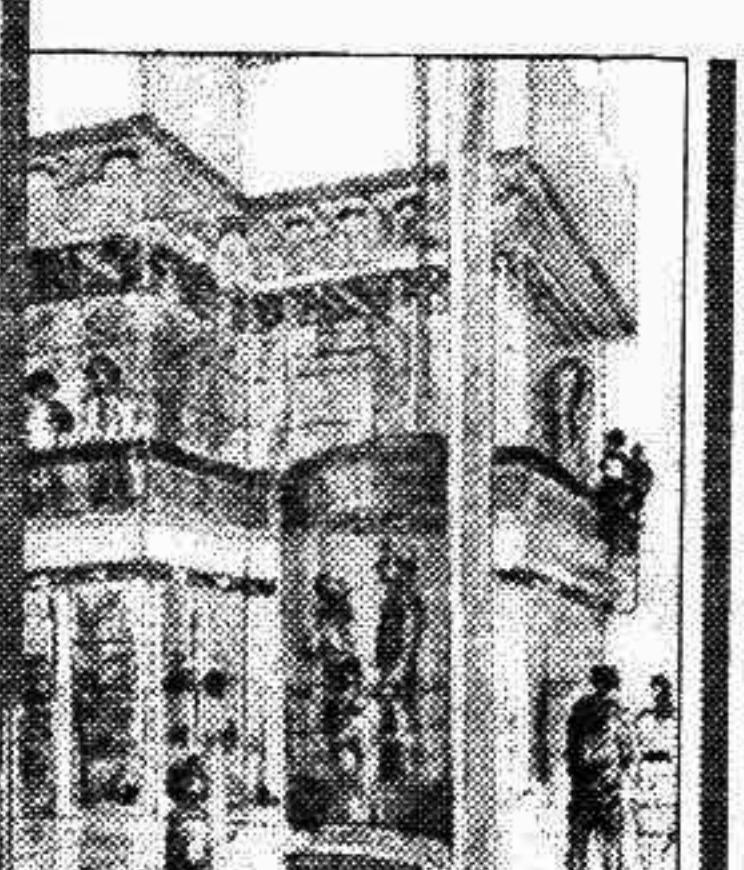
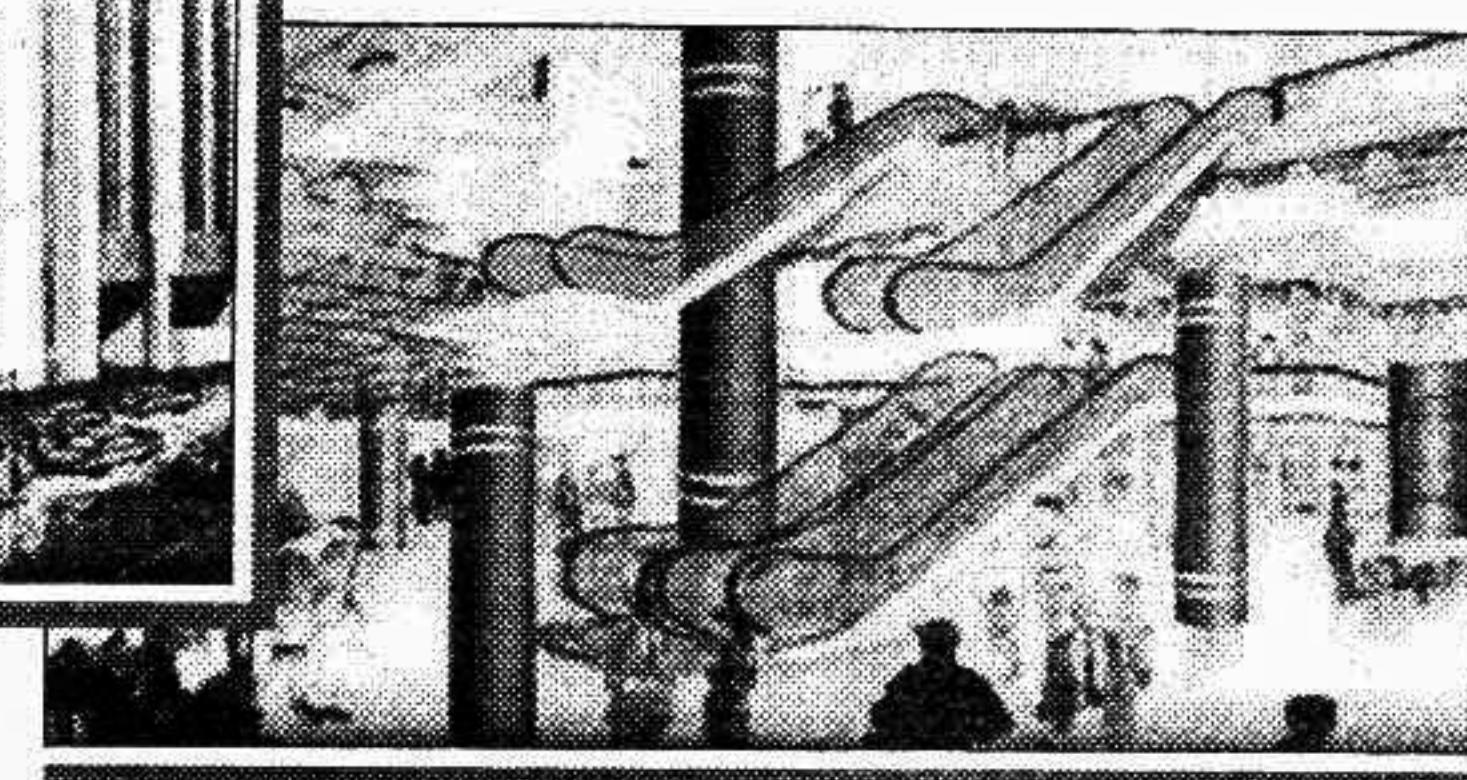
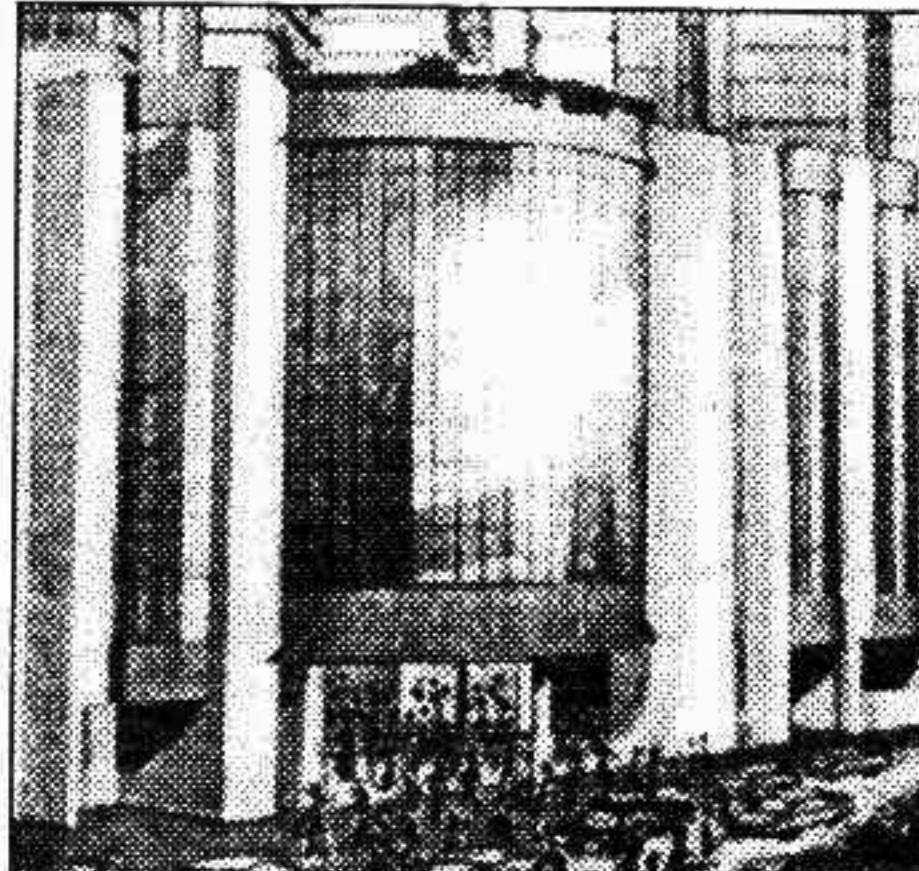
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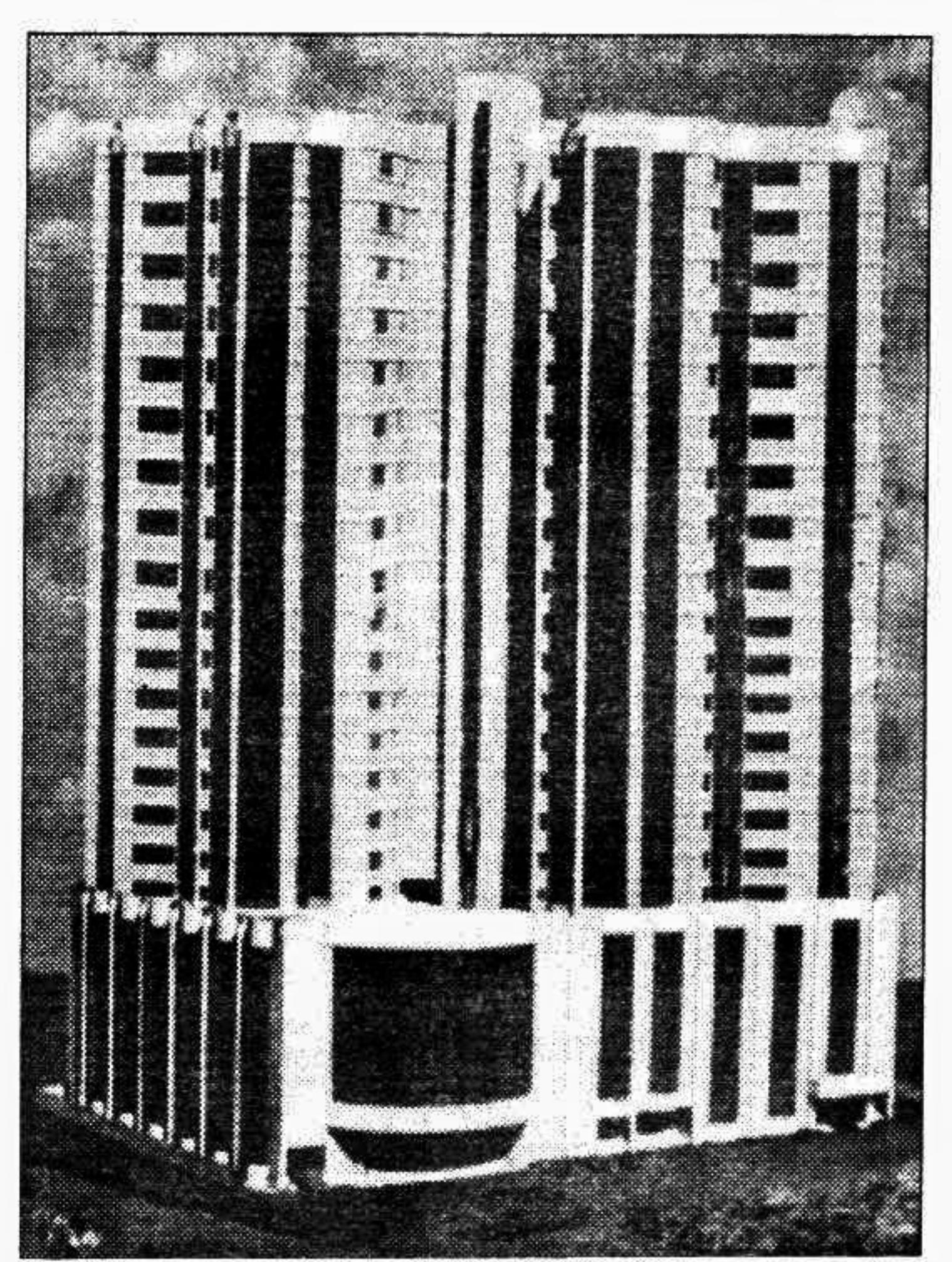
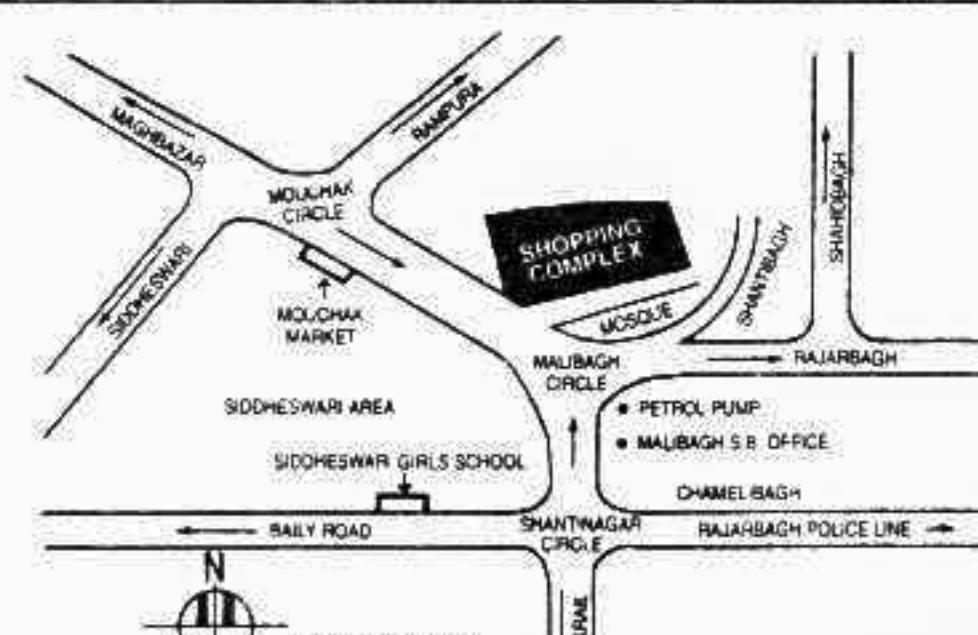
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For the details please contact

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