

Metropolitan

Gulshan Apartment To-Let

A luxurious 2000 sq ft apartment at fifth floor (A-5) House #6, Road #77, Gulshan-2, having Foyer, 3-bed, 3-bath fitted with imported tiles marble and bath tubs, living, spacious dining, family lounge, kitchen with cabinet and granite, maid room with bathroom and reserved car park with lift and all other modern amenities available for rent from 1st September '99.

Please contact: 018224803, 897102 (R)

C-685

HOUSE TO LET

Two-storeyed, south facing, single unit building with big lawn, admeasuring approximately 7000 sq ft, on one bigha of land in Dhanmondi R.A. available for medium/long-term lease. Leased to UNDP for the past 11 years, and used for Representative's office. Interested parties may call 9669878 for further information. Clinics, hospitals, schools/colleges need not enquire.

C-687



Reliance Insurance Limited

Career Opportunity for Marketing Executives

We are looking for young and energetic Second Class University Graduates of any discipline for our Marketing Department.

Interested candidates should submit their applications with the copies of certificates of academic qualifications and extra fitness if any with recent two passport size photographs to the following address by 7th September 1999.

The Deputy General Manager
Marketing Department
Reliance Insurance Limited
BSB Building (11th Floor)
8, Rajuk Avenue
Dhaka-1000

D-513

TUITION

MA (Psychology) first class from Calcutta University. Lady with experience seeks students (KG/O/A level) at home.
Contact: 802511-9, Ext. 323.

C-689

WANTED

FEMALE FOREIGNER PAYING GUEST IS WANTED TO LIVE WITH A SINGLE LADY DOCTOR IN CENTRALLY LOCATED APARTMENT COMPLEX WITH MODERN FACILITIES. **TEL: 9111741**

NEXGEN

**SAT I&II TOEFL
GMAT GRE IBA**
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TOEFL & SAT 1

Also GMAT & GRE
HIGHEST SCORE :
TOEFL
677 out of 677 (4 times)
SAT 1
1570 out of 1600
SUCCESS RATE : 80%
25 years teaching experience
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LARGEST COLLECTION
OF USA BOOKS.
TOP QUALITY INSTRUCTION
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ROAD, DHAKA. PH: 865715
MOBILE : 018-224154



BNP Chairperson Begum Khaleda Zia addressing a gathering at the Jandani Complex field at Rugganj thana on way to attend road march yesterday. —Star photo

To-Let

2-storey, one-unit 4-bed attached bath 2A, Rd. 73, Gulshan (Near Bagha & American Clubs). Short lease (months) if below 50,000/- Longer period for higher amount. 603836/017-540-604 (Tel) C-686

To-Let

2-storied house at Baridhara. 8 rooms. Office-cum-Residence or one floor. Contact: 605046, 870708. C-680

To Let

1800 sqft. fully secure apartments on 1st and 4th floors with 3-bed, 3-bath, modern kitchen and balcony in Banani. 884535, 9122148. C-681

To-Let

Suitable rooms available for coaching/computer class. Per room Tk 5,000/-. Please contact: 69/B, Dhanmondi, Road No-6/A. 9118987. C-682

To Let

2nd floor of 3-storied house. Separate gate. 3 cars parking space, one room on roof at Baridhara, Road No 12. Tel: 9884795. C-683

Qulkhwani of Abdus Salam Talukder today

By Staff Reporter

The qulkhwani of former minister and BNP leader will be held at the old DOHS community centre at road no 2 of Banani after Asr prayers today.

Relatives, friends and well-wishers have been requested to attend the qulkhwani

Diabetic Assoc team calls on Hasina

A delegation of Bangladesh Diabetic Association called on Prime Minister Sheikh Hasina at her office yesterday and apprised her about the activities of the association and its future programmes, reports UNB.

শিক্ষা বোর্ড কম্পিউটার কেন্দ্র

সড়ক নং-১২/এ, ধানমন্ডি আ/এ, ঢাকা।

দরপত্র বিজ্ঞপ্তি

নং-শিবা/কম্প/মেশিন (পার্ট-৪১/৯৮/৩১/৩) তারিখ: ২৪/০৮/৯৯ইং
শিক্ষা বোর্ড কম্পিউটার কেন্দ্রের লেজার প্রিন্টার, ডট মেট্রিক্স প্রিন্টার ও ইউপিএস সরবরাহ করার জন্য প্রকৃত ডিলার/এজেন্ট/সরবরাহকারীগণ-এর কাছ থেকে সীলমোহরকৃত দরপত্র আহবান করা যাচ্ছে। লেজার প্রিন্টার, ডট মেট্রিক্স প্রিন্টার ও ইউপিএস ডবল এনভেলপ পদ্ধতিতে (কারিগরি ও আর্থিক প্রস্তাব আলাদা আলাদা খামে) দরপত্র দাখিল করতে হবে। দরপত্রের সাথে মোট মূল্যের ২.৫% (শতকরা আড়াই) টাকা (ফেরতযোগ্য) আর্নেস্টমনি বাদে যে কোন তফসিলি ব্যাংকের ড্রাফট/পে-অর্ডার এর মাধ্যমে চেয়ারম্যান, শিক্ষা বোর্ড কম্পিউটার কেন্দ্র-১২/এ, ধানমন্ডি আ/এ, ঢাকা-১২০৯ এর অনুকূলে জমা দিতে হবে। দরপত্র আগামী ১৫/০৯/৯৯ ইং তারিখ বেল ১২.০০ টা পর্যন্ত (১) চেয়ারম্যান, শিক্ষা বোর্ড কম্পিউটার কেন্দ্র-১২/এ, ধানমন্ডি আ/এ, ঢাকা ও (২) সচিব, মাধ্যমিক ও উচ্চ মাধ্যমিক শিক্ষা বোর্ড, ঢাকা এর অফিস কক্ষে রক্ষিত টেন্ডার বাগে ফেলতে হবে। এ দিনই দুপুর ২.০০ টায় উপস্থিত দরদাতাদের সামনে (যদি কেহ উপস্থিত থাকেন) দরপত্র খোলা হবে। দরপত্রের নিয়মাবলী/সিডিউল যে কোন তফসিলি ব্যাংকের ৪০০/= (চারশত) টাকার (অফেরতযোগ্য) ড্রাফট/পে-অর্ডারসহ প্রতিষ্ঠানের লেটারহেড প্যাডে আবেদনের মাধ্যমে নিম্নস্বাক্ষরকারীর অফিস থেকে ০১/০৯/৯৯ তারিখ হতে ১৪/০৯/৯৯ ইং তারিখ পর্যন্ত অফিস চলাকালী সময়ে সংগ্রহ করা যাবে।

সর্বনিম্ন দর গ্রহণ করতে কর্তৃপক্ষ বাধ্য নয় এবং কোন কারণ দর্শানো ছাড়াই দরপত্র আংশিক বা সম্পূর্ণ বাতিল করার ক্ষমতা কর্তৃপক্ষ সংরক্ষণ করেন।

প্রফেসর ডঃ এ টি এম শরিফ উল্লাহ

চেয়ারম্যান

শিক্ষা বোর্ড কম্পিউটার কেন্দ্র

ও

চেয়ারম্যান

জিডি-৭৬৪

মাধ্যমিক ও উচ্চ মাধ্যমিক শিক্ষা বোর্ড, ঢাকা

Food and Agriculture Organization of the United Nations
House # 37, Road # 8, Dhanmondi Residential Area, Dhaka-1205

VACANCY ANNOUNCEMENT

Applications are invited from Bangladeshi nationals for the positions of the following National Professional Project Personnel (NPPP) of the UNDP funded project "BGD/98/009-Community Livestock & Dairy Development (CLDD)" executed by the Grameen Matshya Foundation (GMF). The successful candidates will be required to work under the general guidance and direction of the FAO, the technical supervision of the Team Leader and the overall supervision of the National Project Director (NPD) together with relevant officials of the participating agencies. Initial assignment will be for one year, which is extendable upto the total duration of the post, subject to satisfactory performance. Short-listed candidates will be required to appear for an interview before the selection committee. Canvassing in any form will be treated as disqualification. Selected candidates will be recruited subject to medical and other clearances. Candidates will be required to undertake extensive tours in the project areas of Bangladesh and they will be required to submit periodic reports and end-of-assignment report. Candidates should be sufficiently below the age 62 (mandatory retirement age). Female candidates are encouraged to apply. Detailed description of the vacant positions are stated below:

Name of post, number, duration and duty station	Educational Qualification, Experience and Duties
1. National Adviser Animal Husbandry 1 (one) post, maximum duration 27 man-months Duty Station: Neemgachi, Serajgonj District. Tentative Starting Date: 1 st October, 1999.	QUALIFICATIONS: The Adviser should have a University degree in Veterinary Science with at least 15 years hands-on experience of working with smallholder village livestock and dairy groups in Bangladesh. He/she should have excellent communications and writing skills in Bangla and English and should be computer literate. Preference will be given to those who have a combined degree in Veterinary Science and Animal Husbandry (and having post-graduation in relevant discipline). DUTIES: - become familiar with the input and output services needs for the profitable instruction livestock enterprises by the Village Group Members (VGMs) and their village organisations; - assist with the livestock component of the baseline surveys; - develop criteria for identifying poor women and men as potential livestock farming VGMs; assess the skills, knowledge and training needs of GMF field staff, the VGMs, their Village Group and Centres and their leaders; - train the Demonstration Training (DEMO) Trainers and prepare operational guidelines for outreach training; - assist the GMF, DEMO Trainers to prepare training programmes and materials for field staff and VGMs; - prepare job descriptions for, and train the Animal Husbandry Advisers, Spearhead Teams and prepare guidelines for their operation; - assist GMF to set up and run the Community Livestock Centres and Spearhead Teams and prepare guidelines for their operation; - establish a transparent system for procuring and distributing livestock and other input supplies; - assist GMF to plan, construct, start up and operate the two partnership smallscale animal feed mills; - assist GMF to establish set up new Village Groups, train VGMs and deliver livestock; - assist GMF to implement its bio-digester construction programme; - review and adapt the current GMF operational guidelines to include the new livestock and dairying components; - make recommendations on the potential for combining the roles of the Livestock Field Assistants and Credit Field Assistants; - perform any other duties assigned by the NPC and Team Leader as may be required related to livestock and dairying in Bangladesh; - prepare a concise technical report at the end of assignment with findings and recommendations.
2. National Credit Adviser (Credit Specialist) 1 (one) post, maximum duration 18 man-months Duty Station: Neemgachi, Serajgonj District. Tentative Starting Date: 1 st October, 1999.	QUALIFICATIONS: The Adviser should have a Masters degree in fields related to credit programme development and management with at least 15 years hands-on experience of working with micro-credit with village organisations in Bangladesh and should have demonstrated experience in investment appraisal and feasibility. He/she should have excellent communications and writing skills in Bangla and English and should be computer literate. DUTIES: - become familiar with the credit needs of the VGMs; - assist with the credit component of the baseline surveys; - fully develop and assist GMF to introduce the scheme to utilise the GMF Micro-credit Scheme to use UNDP Micro-capital Grants, including the planning, accounting and information/reporting systems; - fully develop and assist GMF to introduce the livestock insurance scheme; - prepare operational guidelines for the GMF Micro-credit scheme and the livestock insurance schemes including the Village Group Savings Fund; - prepare detailed guidelines to operate the schemes; - prepare job descriptions for the Credit Field Assistants and make recommendations on the potential for combining their duties with those of the Livestock Field Assistants; - assist GMF to ensure that gender aspects are taken into account during project planning and implementation; - assist GMF DEMO Trainers to prepare credit training programmes and materials for field staff and VGMs; - assist GMF to conduct the first VGM credit and leadership field training sessions; - perform any other duties assigned by the NPC and Team Leader as may be required related to livestock and dairying in Bangladesh; - prepare a concise technical report at the end of assignment with findings and recommendations.
3. Monitoring & Evaluation Specialist 1 (one) post, maximum duration 18 man-months Duty Station: Neemgachi, Serajgonj District. Tentative Starting Date: 1 st October, 1999.	QUALIFICATIONS: The adviser should have a masters degree in agricultural economics or relevant subject with at least 15 years experience of designing and setting up monitoring and evaluation and information systems. He/she should have excellent state of the art computer and data processing skills, be an excellent communicator and writer in Bangla and English. DUTIES: - assess the present GMF monitoring and planning system with special reference to incorporating livestock and to the information, monitoring and evaluation requirements of the project; - develop the terms of reference for the baseline surveys; - analyse the findings and recommendations; - select bench marks to further specify the success indicators for project planning, information, monitoring and evaluation purposes in terms of quality, quantity and time; - assist GMF to ensure that gender aspects are taken into account during project planning and implementation; - set up the participatory monitoring and information system for GMF-VGM livestock and dairying activities; - integrate the system into on-going GMF M&E activities and train GMF staff in M&E operations; - perform any other duties assigned by the NPC and Team Leader as may be required related to livestock and dairying in Bangladesh; - prepare a concise technical report at the end of assignment with findings and recommendations.

Interested candidates having required qualifications and experience may apply with detailed curriculum vitae with photograph, certificates relevant to qualifications and experience. The application should reach to the undersigned by Tuesday, 7 September 1999. The level of remuneration will be as per ERD/UNDP guidelines.

Krishna B. Shrestha
FAO Representative a.i., in Bangladesh

O&A LEVEL COACHING

Experienced and skilled teaching staff for all subjects. Regular 6 days classes in a week. Individual attention
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MODERN HOUSE

Owned by International Agency Official. South Facing Duplex (3000 sq feet) Advance Negotiable.
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Phone : 896126, 816547.



BCIC Tender Notice

বিসিআইসি'র পণ্য শিলায়নে জাতীয় অর্থগতির প্রতীক

Khulna Newsprint Mills Ltd. Town Khalishpur, Khulna invites sealed tender through two-envelope system Vide No PD-18.33/99-2000 dated 16-8-99 for purchasing of 2 M TONS-MP VIOLET, 1 M TON-MELACHITE GREEN & 500 KGS SODIUM HYDROSULPHITE. The tender documents will be available in (1) BCIC, 30-31, Dilkusha, Dhaka, (2) BCIC Branch Office, 6, Agrabad, Chittagong & (3) Accounts Deptt, KNM Ltd, Khulna at the cost of Tk 200.00 (two hundred) only (non-refundable). The tender will be received in the Office of the Addl. Chief Manager (Purchase), KNM Ltd, Khulna and the Sr General Manager (Purchase), BCIC, 30-31, Dilkusha Commercial Area, Dhaka up to 11:00 AM on 15-9-99 and be opened immediately thereafter in presence of the tenderers, representatives, if any. No tender documents will be sold on the date of opening of the tender. KNM authority reserves the right to accept or reject any or all the bids without assigning any reason thereof.

BCIC- 798-19/8/99

DFP-18437-23/8

G- 1571

Addl Chief Manager (Pur) for Managing Director

Eating Out

Authentic Italian and Indian food now in Dhaka
La-Villa restaurant at top of the building in Hotel
the best place for Italian cuisine
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Tel 911 3955, 913 0919, 912 4106 Fax 880-2-913 1218

Sajna An Exclusive Restaurant
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Phone # 871684, 872458, Fax # 880-888802, E-mail:sajna@cttchco.net

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Phone # 870225, 872679 Fax # 880-2-881202

An Exclusive Restaurant SANTOOR
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Call for outside catering
House No. 2, Road No. 11 (New), Mirpur Road, Dhanmondi, Dhaka-1209, Telephone: 823336, 9128737

CAREER OPPORTUNITIES

(Women and men will be given equal preference)

A project of an international funding agency operating in a government department located in Dhaka is inviting applications for the following positions:

1. Accounts & Finance Supervisor -1

The incumbent will be responsible for the supervision of the Accounts & Finance Department's activities, particularly General, Financial and Project Accounting, Budgeting, Cash Management, Audits & Evaluation; preparation of the operating manuals and forms; designing and implementing of internal control and financial reports; guidance, training, motivation and evaluation of all department personnel; and carry out certain administrative functions of supervision of personal, transport, logistics, maintenance and security.

Qualifications:

- Post graduate degree in Commerce, Finance, Business Administration or a related discipline.
- Demonstrated computer proficiency in Microsoft Office software, particularly the operations of an ACCPAC General Ledger and Financial Report software package is a must.
- Minimum of 10 years experience of developing and managing organizational financial and administrative systems, ideally within funding agency projects or multinational companies.
- 5 years experience of working with a multi-disciplinary team and a commitment to participatory approaches.
- Excellent communication skills (written and spoken) in English and Bangla.

2. Accountant -1

The incumbent will be responsible for the maintenance of all aspects of the project accounting by 'ACCPAC' computerized system; preparation of the monthly, quarterly and annual financial reports, budget, cash flow forecasting, payroll, bank reconciliation and other accounting & finance functions. Assisting with audits and evaluation, implementing of internal control and in the preparation of operating manuals, forms and guidelines. Will be expected to carry out some logistics functions of making travel arrangements and itinerary preparation for visiting consultants including incountry orientation, supervising field visits, assisting with holding of workshops and serving as rapporteur, monitoring office supplies and procurement, and other related logistic services.

Qualifications:

- Minimum of graduate degree in Commerce, Finance, Business Administration or a related discipline.
- Demonstrated computer proficiency in the operations of an ACCPAC General Ledger and Financial Report software package and Microsoft Office software with Excel is a must.
- Minimum of 5 years experience of working in an accounts and finance department, ideally within funding agency projects or private companies.
- Excellent communication skills (written and spoken) in English and Bangla.

3. Secretarial Service-in-Charge - 1

The incumbent will be required to supervise and provide secretarial services like word-processing, fax, e-mail, reception, telephone, photocopying, binding, etc.; oversee the maintenance of all office equipment including carrying out minor repairs; and keep inventory records of office supplies and their usage.

Qualifications:

- Minimum educational qualification HSC.
- Ten years working experience with all the major computer office softwares and equipment
- Minimum of five years experience of working with funding agency projects or multinational companies
- Excellent communication skills (written and spoken) in English and Bangla.

4. Receptionist-cum-Telephone Operator - 1

The incumbent will be responsible to carry out all functions associated with a busy multicultural and multidisciplinary office team; receive visitors; operate the PABX board, receive and dispatch mail, carry out word processing and other secretarial tasks; hotel reservation; arrange other facilities for visiting consultants and assist with general office security and maintenance.

Qualifications:

- Minimum education qualification HSC and age within 30 years and in good health
- Excellent communication skills (written and spoken) in English and Bangla is a must
- Relevant experience of at least five years with a foreign funding agency project or private sector
- Experience in using various office computer software and office equipment.

All the positions are on a yearly renewable contract basis, renewable, based on performance evaluation and operational requirements, for upto a maximum of 55 person months (September 1999 - March 2004). Suitable qualified candidates are requested to apply with three copies of the resume (incase of Accounts and Finance Supervisor position indicating the expected gross fees) and a recent photograph to P.O. Box: 6031, Gulshan, Dhaka-1212 by 16th September, 1999. Position applied for must be mentioned on top of the envelope. Only shortlisted candidates will be contacted.