

Partners in Population and Development
A South-South Initiative

VACANCY - OPERATIONS MANAGER

Partners in Population and Development: A South-South Initiative is an alliance of developing countries with a mission to expand and improve South-to-South collaboration in the fields of family planning and reproductive health, through the governments, NGOs and the private sector.

It was established at the United Nations International Conference on Population and Development held in Cairo in 1994. Present membership of Partners is 14 developing countries and its Secretariat is based in Dhaka, Bangladesh.

The position of Operations Manager is for an experienced and highly competent individual who has a Master's Degree and at least six years' supervisory experience in administration. Fluency in spoken English as well as report writing is essential for this post. Computer capability is highly desirable.

The Operations Manager will be based in Dhaka on a Service Contract at the Post Level SC-4.

Duties and Responsibilities

Under the supervision of the Deputy Executive Director, **Partners** Secretariat, the incumbent will be responsible for all the administrative functions of the Secretariat. Duties and responsibilities shall include, but will not be limited to the following functions:

- Oversee and ensure that the Secretariat facilities, operations and support services are efficiently available to the senior management and Technical Advisers. These services will include the secretarial pool, support staff and janitorial services, maintenance, shipping, telecommunications, office furniture, appliances, equipment and vehicles;
- Supervise support personnel of the Secretariat and write their annual performance appraisal reports;
- Supervise and ensure proper maintenance of the service records including personnel files, attendance and leave records of the Secretariat staff members;
- Supervise and ensure appropriate maintenance of a filing system, administrative records including inventory of equipment, appliances and furniture;
- As the ex-officio member of the Procurement Panel, call the Panel meetings in conjunction with the Deputy Executive Director. Participate in negotiating contracts with service providers to ensure that the Secretariat receives cost-effective high quality goods and services;
- Oversee arrangements to facilitate travel for the staff members, obtain visas, airline reservations, hotel bookings and travel advances, etc.;
- Facilitate the arrival/departure of official visitors to the **Partners** Secretariat, including arrangements for local transportation and hotel accommodation;
- Arrange, provide and manage logistical support for the **Partners** Board and Executive Committee meetings. According to needs such support may also be provided for overseas workshops, seminars and conferences;
- Maintain liaison with various Ministries/Departments of the Bangladesh Government in respect of **Partners** operations in Bangladesh. Protocol and sensitive matters shall be cleared with the Executive Director;
- Carry out other work/tasks assigned by the Deputy Executive Director from time to time, for the smooth and efficient functioning of various activities of the **Partners** Secretariat.

Female candidates are encouraged to apply.

Telephone inquiries or lobbying will disqualify the candidate.

Applications should be mailed or personally delivered to the Partners office in a sealed envelope addressed to The Executive Director and clearly marked "APPLICATION FOR OPERATIONS MANAGER".

Last date for submission of applications is October 14, 1999

Partners in Population and Development
IPH Building (2nd floor), Mohakhali, Dhaka 1212
GPO Box 2925, Dhaka 1000

Partners in Population and Development
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VACANCY - FINANCE MANAGER

Partners in Population and Development: A South-South Initiative is an alliance of developing countries with a mission to expand and improve South-to-South collaboration in the fields of family planning and reproductive health, through the governments, NGOs and the private sector.

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The position of Finance Manager is for a highly qualified individual with a Master's Degree in Finance, or a Chartered Accountant and a work experience of at least six years in a supervisory capacity. Fluency in spoken English and the ability to write/analyze financial reports are essential requirements for this post. Computer capability is highly desirable.

The Finance Manager will be appointed under a Service Contract and the Post Level at SC-4 is based in Dhaka.

Duties and Responsibilities

Under the supervision of the Deputy Executive Director, **Partners** Secretariat, the incumbent will be responsible for all the financial functions of the Secretariat. Duties and responsibilities shall include, but will not be limited to the following functions:

- Develop and implement a financial system for the **Partners** Secretariat incorporating the Financial Regulations, Rules and Procedures of UNDP/UNFPA;
- Ensure close working relationship with the UNDP Operations Division and financial institutions (banks);
- Be responsible for the preparation of the biannual and annual budget for the Secretariat;
- Manage local and overseas finances and budgetary control of the Secretariat in an efficient manner;
- Maintain all accounting and financial records updated on a daily basis;
- Rigidly observe and enforce the current and approved financial regulations, rules, policies and procedures as spelled out in the **Partners** Manual;
- Be responsible for verification of all bills for services and procurements, and obtain certification prior to making payments;
- To put in place a management system for Grants received from various sources;
- Be familiar with the donors' and other funding sources' requirements about the utilization of funds provided by them, and their reporting requirements;
- Monitor contributions of the member countries and donors to the **Partners** Trust Fund managed by UNFPA.
- Prepare financial statements/reports for the Executive Director, Executive Committee and the Board on a monthly basis, or as required;
- Carry out quarterly financial analysis and planning activities of the Secretariat;
- Develop a budget format for individual country projects, incorporating provisions for recovery of Secretariat's technical support and other professional service costs;
- Monitor program and project budgets to recover the Secretariat's technical support and professional service costs.

Female candidates are encouraged to apply.

Telephone inquiries or lobbying will disqualify the candidate.

Applications should be mailed or personally delivered to the Partners office in a sealed envelope addressed to The Executive Director and clearly marked "APPLICATION FOR FINANCE MANAGER".

Last date for submission of applications is October 14, 1999

Partners in Population and Development
IPH Building (2nd floor), Mohakhali, Dhaka 1212
GPO Box 2925, Dhaka 1000

Biman BANGLADESH AIRLINES
ZIA INTERNATIONAL AIRPORT, KURMITOLA, DHAKA PHONES: 894771-9, 894730-4, CABLE: AIRBANGLA, TLX: 642649 DABG BJ
REF: DACPL/26/99-2000/71 Dated: 26.09.1999

Tender Notice
No. 11/99-2000

Sealed tenders are hereby invited by Biman Bangladesh Airlines from interested manufacturers/distributors/suppliers for the supply of the items mentioned below as per details/specifications mentioned in the schedule:

- 01. 65/35% TETRON COTTON NAVY BLUE PANTING CLOTH -10,000 MTR
- 02. 65/35% TETRON COTTON BLACK PANTING CLOTH -10,000 MTR
- 03. 65/35% TETRON COTTON WHITE SHIRTING CLOTH -10,000 MTR
- 04. 65/35% TETRON COTTON CREAM COLOUR SHIRTING CLOTH -5,000 MTR.
- 05. 65/35% TETRON COTTON LIGHT BLUE SHIRTING CLOTH -10,000 MTR
- 06. PILLOW SPONGE -600 PCS.

Tender schedule mentioning full details/specifications of items and conditions will be available from the Manager (Cash & Banking), Head Office "Balaka" & Accounts Officer (Cash Payment Unit), Admin Building, ZIA, Dhaka of Biman Finance Directorate on payment of Tk.300/- (Take three hundred) only per set (per group) non-refundable by applying own letter head pad during any working day up to 01.11.1999.

Sealed tenders should be dropped in the tender box kept in local Purchase Section, Stores & Purchase Directorate, Admin Building, ZIA, Dhaka and Biman Press Building, Farmgate, Tejgaon, Dhaka latest by 11:00 hours (BST) on 02-11-1999 and will be opened on the same day at 14:00 hours at the premises of Stores & Purchase Directorate, Admin Building, ZIA, Dhaka in presence of the tenderers (if any).

Biman management reserves the right to increase or decrease the quantity of the items and can accept or reject any or all the tenders without assigning any reason whatsoever.

Dy. General Manager (Purchase)
Stores & Purchase Directorate
GD-897

Islamic Institute of Technology (IIT)
The Organisation of the Islamic Conference (OIC)
Board Bazar, Gazipur-1704, Bangladesh

JOB OPPORTUNITY

Applications are invited from qualified candidates for appointment as Professor / Associate Professor/ Assistant Professor of Mechanical Engineering / Electrical & Electronic Engineering / Computer Science and Information Technology / Technical Instructor Training (Pedagogy) / Mathematics / Physics / Chemistry. Interested candidates are requested to submit applications to the Director General of IIT on plain paper along with Curriculum Vitae (CV), attested copies of certificates and testimonials, list of publications and other related papers and a recent passport size photograph by 31 October 1999.

Qualification, Experience and Salary

(a) **Assistant Professor** : (i) **Qualification** : At least Bachelor Degree (Masters degree for the post of Pedagogy / Mathematics/ Physics / Chemistry) or its equivalent from a recognized University / Institution in the relevant field. Higher Degree(s) will be considered as additional qualification, (ii) **Experience** : Minimum teaching experience of 07 years of which at least 3 years as Assistant Professor or its equivalent in reputed University/Institution, (iii) **Salary** : Tk.20,000.00 - Tk.35,000.00 per month depending on qualification and experience.

(b) **Associate Professor** : (i) **Qualification** : At least Masters degree or its equivalent from a recognized University / Institution in the relevant field. Ph. D. degree will be given preference, (ii) **Experience** : Minimum teaching experience of 12 years of which at least 3 years as Associate Professor or its equivalent in reputed University / Institution, (iii) **Salary** : Tk.30,000.00 - Tk.45,000.00 per month depending on qualification and experience.

(c) **Professor** : (i) **Qualification** : Ph. D. degree from a recognized University / Institution in the relevant field, (ii) **Experience** : Minimum teaching experience of 15 years of which at least 3 years as Professor in reputed University / Institution. Guiding of research will be given preference, (iii) **Salary** : Tk.40,000.00 - Tk.60,000.00 per month depending on qualification and experience.

Other benefits : (i) Hard furnished accommodation will be provided in the campus, otherwise 35% of the salary as House Rent Allowance, (ii) 5% of the salary as Transport Allowance, (iii) Medical facility and leave as per rule.

Note : (i) Those already submitted applications are required to submit again with all the information requested for, (ii) No T.A., D.A. will be paid for attending any interview, (iii) The age of the candidates should preferably be less than 56 years as on 01 January 2000.

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Sole Distributor in Bangladesh

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 •13, Mohakhali C/A, Dhaka 1212. Phone: 882351, Fax: 880-2-882391. E-mail: rso@bangla.net
 •15, Agrabad C/A, Chittagong. Phone: 712313, 713635; Fax: 880-31-710976. E-mail: cso@bangla.net
 •Purbu Barandi Para, Dhaka Road, Jessore. Phone: 73683

Khasru condoles death of Justice Anwarul Haq Chy

Law, Justice and Parliamentary Affairs Minister Abdul Matin Khasru yesterday expressed deep shock and profound sorrow at the death of Justice Anwarul Haq Chowdhury, reports BSS.

In a message, the minister prayed for the peace of the departed soul, and conveyed sympathy to the members of the bereaved family.

NEXGEN SAT I&II TOEFL GMAT GRE IBA

Khurshid Alam (Barda) 019 340 850
A-6/2 Lalmatia Dhaka 81 84 84

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Tel:-9884319, 018230216

Bangladesh University of Engineering & Technology Dhaka

Tender Notice

Sealed tenders are hereby invited from the bonafide suppliers for supply of different kinds of stationary articles etc. Details terms and conditions may be available from the Stationery Section. Tenders must be submitted on or before 11:30 AM of 14-10-99 and will be opened on the same day at 11:35 AM before the tenderers present. The University Authority reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

GD-896 **Registrar**

Toyo Composite Knit Garments Ltd.

Q.C. (foreigner) RECRUITMENT

We like to appoint a Q.C (foreigner) for our Knit Garments Factory located at Dhaka City. The candidate should be experienced in related field including Garments printing line and be within 30-40 age Group.

Please contact within October 10, 1999.

Company Secretary
Senakalyan Bhaban, 9th floor
195 Motijheel C/A,
Dhaka-1000
Tel: 9568475, Fax: 9564929, Email: toyobang@bangla.net

Government of the People's Republic of Bangladesh
Office of the Executive Engineer
Perojpur PWD Division, Perojpur

Tender Notice
No-15/1999-2000

- Name of work : Construction of 12 Nos Dist Jail (2nd phase) one at Perojpur (SH:-Improvement of site (middle space near "Case Table" Zone-"A"), during the year 1999-2000.
- Estimated cost : Tk 9,95,441/-
- Earnest money : Tk 19,909/-
- Date of receiving & time of opening : Up to 12:00 Noon of 11-10-99 and will be opened at 12:15 PM on the same day (in presence of contractor if any).
- Last date of selling : Up to office hours of 10-10-99.
- Place of selling : Office of the all Executive Engineers under PWD Circle, Barisal.
- Eligibility of contractor : Special class-I (one), combined class-I (one) and class-I approved enlisted bldg contractor of PWD and class-II/III approved bldg contractor of PWD, Khulna Zone, Khulna and PWD Circle, Barisal respectively.

8. If two or more tenderers become lowest by quoting the same rate then the lowest tenderer will be selected through "Lottery" on 21-10-99 at 11:00 AM in the office chamber of the undersigned.

All details information are available in the tender documents.

Md Lokman Hakim Mallik
Executive Engineer
PWD Division, Perojpur.
DHP-21281-27/9
G-1803

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Gonoshyastha Khadda Biploni (Gonoshyastha Nagar Hospital) Society, Dhaka-14-E, Road -6 Dhanmondi Dhaka.
Phone: 817538, 822892 (off)