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**Hasina greets
New Zealand PM**

Prime Minister Sheikh Hasina has greeted Prime Minister Helen Clarke of New Zealand on the occasion of the national day of the country, reports BSS.

In a message to Helen Clarke, Sheikh Hasina wished her good health, happiness and long life and progress and prosperity of New Zealand.

**BAUTA elects in
February 27**

MYMENSINGH, Feb 5: The election to the Bangladesh Agricultural University Teachers' Association (BAUTA) will be held on February 27, reports UNB.

President of the BAUTA Prof Moyeen Uddin Ahmad will conduct the election of the 11-member executive council as presiding officer while Prof Dr Moyeen Uddin and Prof Moslem Ali assist him.

According to the election schedule the nomination papers should be collected from the presiding officer on February 15 and those would be submitted to him on February 22.

The list of valid candidates will be hung the same day at the University Club after 7 pm. The date for withdrawal of candidature is February 23.

The voting will be held at the Club Bhaban from 10 am to 4 pm with a break from 1 pm to 2 pm on February 27.

**CAREER OPPORTUNITY**

United States Agency for International Development (USAID)/Dhaka is recruiting highly qualified US citizens for the position of Senior Enterprise Development Advisor. Responsibilities include: analysis of issues affecting private enterprise and free market development in Bangladesh; program planning and management; strategy refinement; and donor coordination. Candidates must possess:

- Masters degree in business administration or economics or related field;
- Six to eight years of relevant, professional experience in private enterprise or related support organisations.
- Knowledge of: management; marketing; finance; accounting; privatisation; trade and investment; and policies, laws, regulations, and practices affecting private enterprise development.
- Ability to analyse financial statements and economic statistics.
- Computer literacy, and superior oral and written communication skills. Qualified candidates are requested to submit a letter of application and CV to Resources Team, USAID, American Embassy, Madani Avenue, Baridhara, Dhaka by February 20, 2000.

D-60

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If you think you are the right person, please apply with your full Curriculum Vitae to the Chairman, Board of Directors, by Fax: +88 (02) 8616878, 8615214 or E-mail: union_capital@unicap-bd.com, by February 20, 2000.

All applications will be treated in strictest confidence.

A preliminary expression of interest over Telephone +88 (02) 9662888 will also be welcome and dealt with most confidentially.

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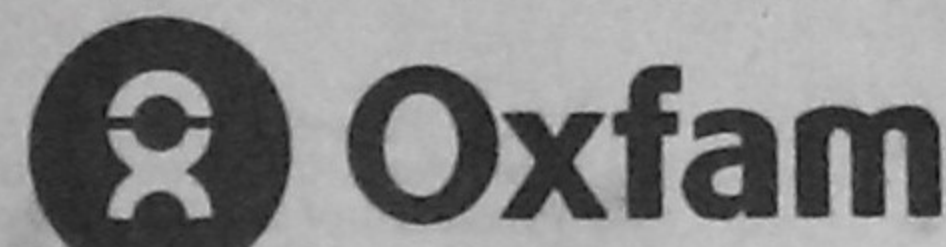
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**CAREER OPPORTUNITY**

Oxfam-GB, a leading international NGO, is seeking qualified candidates to fill the following positions in its South Asia Regional Management Centre located in Dhaka.

OFFICE MANAGER

(Senior position with long term contract)

The successful candidate should have:

- At least 5 years experience in administration and office management, including experience of setting up administrative systems and managing staff.
- Fluent written and spoken English and Bengali.
- Experience in purchasing, strong negotiation skills, sound numerical skills.
- Computer literacy – email /internet /word processing /spreadsheet skills essential.
- Excellent communication and interpersonal skills.

ADMINISTRATIVE ASSISTANT

(Mid-level position with long term contract).

The successful candidate should have:

- At least 2 years experience in office reception/secretarial /administration work.
- Fluent written and spoken English and Bengali.
- Computer literacy – email /internet /word processing /spreadsheet skills essential.
- Sound numerical skills.
- Excellent communication and interpersonal skills.

Detailed job descriptions are available from House #157, Road #12, Block-E, Banani, Dhaka-1213, Bangladesh. Candidates should apply with CV and two reference (one of which must be your current or most recent employer).

Mark the name of the position you are applying for on the envelope and address to RFPD, Oxfam-GB, PO Box 568 Dhaka, Bangladesh.

Only shortlisted candidates will be contacted for interview.

Closing date : 5 March, 2000

Interview : Mid to late March 2000.

Women candidates are highly encouraged to apply.

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