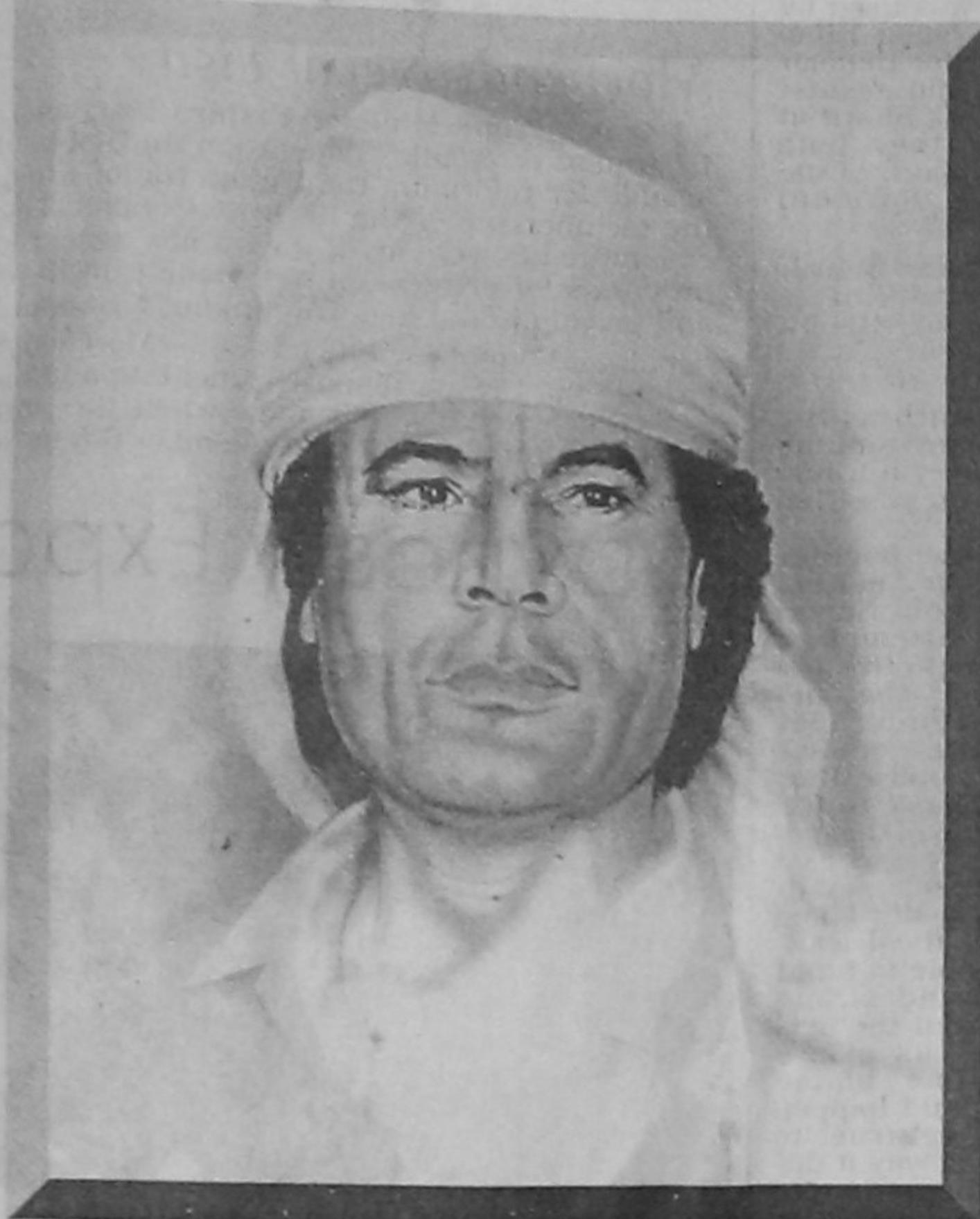


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EMPLOYMENT OPPORTUNITY

International Commodity Trading Company based in Singapore looking for a Secretary (Female) & Manager(s) for their office at Dhaka.

Secretary : 1 (One)

Preferably M. A. in English with minimum 2 years experience along with basic computer knowledge. She is required to work independently with overseas office. Age should not be over 35 years. Company will provide handsome salary and transport.

Manager : 3 (Three)

Applicant should be MBA from well reputed university with minimum 5 (five) years experience along with basic computer knowledge for Accounts, Marketing & Administration. Age should be within 35-40 years.

Interested applicants are invited to apply with detailed resume, current salary, contact phone number together with a non returnable photograph to :-

The Advertiser
G.P.O. Box No.615 before 10th September, 2000.

ATTENTION: JAPANESE UNIVERSITY GRADUATES

The former Monbusho scholars and other graduates from Japanese universities are cordially requested to attend the First Annual General Meeting/Election of the executive committee of the Japanese Universities Alumni Association in Bangladesh (JUAAB) on 29th September, 2000 at 4 p.m. at Hotel Purbani. The meeting will be followed by dinner. Please confirm your participation by 21st September, 2000 to the Japanese Embassy. Tel: 8810087 Fax: 8824469 attention - Mustaque Ahmed.

বিজ্ঞপ্তি

নিয়োগ বিজ্ঞপ্তি

১। প্রক্ষেপ : ইংরেজী (ব্রেকালীন) ১জন
যোগ্যতা : অত্ত: ১৫ বৎসরের বিশ্ববিদ্যালয় পর্যায়ে শিক্ষকতার অভিজ্ঞতা, পি.এচডি/সমপর্যায়ের উচ্চতর ডিপি (Language teaching) এর অভিজ্ঞতা থাকতে হবে।
সম্মান/ নেতৃত্ব : আবেদনে সাপ্তাহিক
২। সহকারী প্রক্ষেপ/শেকচারার: ইংরেজী
যোগ্যতা: ইংরেজী ভাষা এবং অন্যান্য ও মাটার্স নৃনাম যুক্ত প্রযোগে পাশ থাকতে হবে। অভিজ্ঞতাসম্পন্ন প্রার্থীদের ক্ষেত্রে উচ্চতর প্রার্থক বেতন বিবেচনার মৌল্য।
মাসিক বেতন: সহকারী অধ্যাপক: ১৫,০০০/- ১৫০০-২৫,০০০/-
লেকচারার: ৭,০০০/-৭০০-১০,০০০/-
প্রার্থীদের গণবিশ্ববিদ্যালয়ের শিখনামে ২০০/- টাকার ব্যাংক ড্রাফট/প্রে-অর্ডারহস পুনরাবৃত্ত শিক্ষকতার যোগাতা ও অভিজ্ঞতা সহ সনদপত্র, ৩ কপি সহ সত্যাপিত ছবি এবং ২ জন দেশবাসীর নাম ও ঠিকনাসহ আপার্ট ১৫-১২-২০০০ তারিখের মধ্যে আবেদনপত্র নিষ্পত্তিকরণীর ব্যবহারের পোতাতে হবে। ধূমপায়ী প্রার্থীদের আবেদন করার প্রয়োজন নাই। মহিলা প্রার্থীদের অ্যাবাসের দেয়া হবে। রেজিস্ট্রার গণ বিশ্ববিদ্যালয়ে
গণবাস্থা কেন্দ্র কর্মসূলের পো: মির্জানগর, সভার, ঢাকা-১৩৪৪।

VACANCY ANNOUNCEMENT

Following positions have fallen vacant in Dhaka office of Marie Stopes Clinic Society.

❖ **Accounts Officer** : At least Masters in commerce, completed CA course, minimum two (2) years relevant experience. Good Computer literacy is prerequisite for the position.

❖ **MIS Assistant** : At least graduate in any discipline, should be skilled in windows based (Microsoft/Office) packages, should have data entry speed at least 40-50 per minute. Have some experience in trouble shooting in user level.

Interested candidates are requested to send CV along with photograph, academic and training certificates to the Human Resources & Admin. Manager, Marie Stopes Clinic Society, House # 12, Road # 15 (New), 28 (Old), Dhanmondi, Dhaka-1209 on 10/9/2000 or before.

Advertisement



LEXCO LTD.

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CORRIGENDUM

Inadvertence, the following disclosure was dropped from the notice of 20th AGM published on 28.8.2000.

"Due to the worst possible recession in the international leather market during the period under review, the company incurred loss. As such despite best desire and effort, the Board of Directors are unable to recommend any dividend for the year 1999."

Company Secretary

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International Standard Job Opportunity for IT Experts in Germany

Our Foreign Associates are looking for IT Experts for the following fields for immediate appointment in Germany.

1. System, Internet and Network Specialists.
2. Software, Multimedia Developers and Programmers.
3. Developers of Circuits and IT Systems.
4. Specialists for IT Consulting.

The selected candidates will be given Work Permits to work in Germany and will be allowed to take their wife and children to their work place by the German Government Authority.

Attractive Salary of International Standard will be offered to the successful candidates.

Candidates having Graduation on Computer Engineering/Computer Science are requested to contact with three copies of CV along with six copies of recent passport size photographs during working hours from Saturday to Thursday to the following address.

INFOTECH HUMAN RESOURCES
House # 387 (Third Floor), Road # 29,
New DOHS, Mohakhali, Dhaka.
Phone: 019350772, 017560425.

C-883

Career Opportunity in General Insurance

If you are planning to build your career in marketing and business development or are already working in the field, we are the company looking for you. We are operating in the field of general insurance and are one of the leading companies in the country. We expect you to be fluent in English and should be able to present our products to our foreign clients personally. You will be attached to the Managing Director initially. Persons we are looking for should be outward looking with excellent PR. Good remuneration package to really deserving candidates.

CV with two Passport size Photographs be sent to: The Advertiser, GPO Box No. 3721, Dhaka-1000 on or before 21st September, 2000.

WANTED FOR IMMEDIATE APPOINTMENT

For rapid expansion of marketing network for electronic & electrical household durables **Rangs Industries Ltd.** a member of **Rangs Group**, urgently requires smart, ambitious, dynamic and capable persons for the following post. Excellent working environment and packages awaits for the deserving candidates.

Service Engineer (Audio & Video)

B.Sc. Engineer (Electrical & Electronics) or M. Sc. in Applied Physics or equivalent having three to five years experience in supervision of repairing and maintenance works of all kinds of Audio-Video consumer products.

Junior Service Engineer (AC & Refrigeration) B.Sc. Engineer (Mechanical) or equivalent having Minimum three years of practical experience in supervision of installation maintenance and repairing of all kind of A/C and refrigerator

Junior Service Technicians (Audio & Video) Diploma in Electronics or H.S.C. with trade course in electronics having minimum two years of practical experience in repairing and maintenance works of all kinds of Audio-Video consumer products like Colour Television VCD. VCR. CD etc. The candidate should not be more than 30 years old

Interested persons may send applications (Hand written) along with C.V., recently taken passport size photo 2 (two) nos. & copies of educational certificates on or before 18 September, 2000.

Executive Director,
Rangs Industries Ltd. 113-116, Old Airport Road, Tejgaon, Dhaka-1215

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DFID

Department for
International
Development



DFID Bangladesh
British High Commission
United Nations Road
Baridhara
Dhaka

Vacancy for a Personal Assistant to the Head of DFID 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.

This is a key post, expected to become vacant in the near future, which is very busy and calls for considerable 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 and meetings hosted by the Head of DFIDB
- Assisting with the production of briefs and briefing folders
- Issuing invitations and maintaining guest lists
- Co-ordinate actions with DFIDB teams
- Liaise with British High Commission
- Contribute to the Management Unit's meetings

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 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 subject to three months probation in the first instance. DFIDB offers a competitive package of terms and conditions. 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 11 September 2000 to the Management Unit, DFID Bangladesh, British High Commission, PO Box 6079, Dhaka-1212. Please mark the envelope "Personal Assistant". Only candidates called to interview will be contacted.

CENTRAL WOMEN'S UNIVERSITY, DHAKA
(Govt. Approved, Estd.1992)
Abhoy Das Lane, Tiktakuly, Dhaka-1203, Phone : 9559452

ADMISSION GOING ON

Women students, including students who have passed HSC in August 2000 may apply for admission into Honours and Master's Degree courses for the session 2000-2001 in the prescribed forms available at the University office.

M.A./M.S./M.Sc. :

English Language and Literature, Bengali Literature, Political Science, History of the Muslim World, Sociology, Economics, M.B.A., Geography, Mathematics and Chemistry.

B.A. / B.S./B.Sc. Hons. Course :

English Language and Literature, Political Science, Sociology, History of the Muslim World, Geography, Environmental Science. Comprehensive Tuition Fee Taka Twenty five Thousand (Tk. 25000) Annually. Payable in four instalments.

Term starts in September.

Diploma Course: English Language Course and Computer Training Course.

For further details please contact University office between 10:00 a.m. and 1:00 p.m.

Registrar
Central Women's University.