

# Medical Services Officer

## POSITIONS VACANT

**SK+F**

Excellence through quality

We are a leading pharmaceutical company having a strong presence in key therapeutic segments with a wide range of locally manufactured and imported products. Ours is a fast growing organisation which offers a thoroughly professional working environment.

To meet our growth expectation we are looking for young, energetic and ambitious male to join our sales team as **Medical Services Officer**. Candidates should be under 28 years of age and must be an M.Sc. with an aptitude for selling and the ambition to build up a career in the pharmaceutical field. He must be willing to work anywhere in Bangladesh.

**Those who were unsuccessful in an earlier attempt need not apply. Persuasion in any form will be a disqualification.**

Candidates should report for a walk-in interview at the following address on **24th September 2000** between 9:30 A.M. and 11:30 A.M. with a hand-written application, a recent passport size photograph, and a resume.

### ESKAYEF BANGLADESH LIMITED

52, Motijheel Commercial Area, Dhaka-1000

## PERSONNEL SEARCH

A large donor supported Micro Finance Organization with 2500 staff and 155 offices serving 400,000 clients across rural Bangladesh is seeking highly qualified and motivated individuals to fill the following positions. All candidates must demonstrate a strong personal commitment to poverty alleviation.

### Director - Field Operations

The successful candidate will be expected to provide "hands on" management and leadership to the delivery of programs and services through a network of 155 field offices. The post will require an individual who possesses a comprehensive knowledge of micro-finance principles and practices coupled with a proven track record in managing a large workforce at the field level. Prior senior management experience in the financial services or micro-finance sector would be a definite asset. The organization will be undertaking the restructuring of its field operations and the incumbent should be prepared to accept a demanding workload and frequent travel to the field offices. A Masters Degree with 10 years senior management experience in the banking, micro-finance or related sector are required.

### Director - Finance and Administration

The Director will be the organization's chief financial officer with overall responsibility for accounting, financial reporting and for the effective and efficient management of the Foundation's capital and physical resources. The Director will also be responsible to support the Field and HR divisions through the timely and accurate production of MIS data and through the provision of procurement services. The position will require an individual with strong academic qualifications (FCA/MBA) supported by minimum 10 years senior level experience as a financial manager in a Banking/Insurance or related sector. In addition to the experience mentioned above, the successful applicant will be expected to demonstrate in their application a highly developed understanding and capacity in the areas of Systems Management and Systems Development.

### Director - Human Resource Development

The Director will be responsible for all staff and client curriculum development/training and the direction and supervision of 10 or more field training centers. She/he will also be responsible for the development of external program linkages and the delivery and monitoring of social and gender programs. This position will require an individual with solid academic qualifications (at least Masters Degree) coupled with minimum 10 years senior management experience in human resources management and development, adult education and social development. Experience in monitoring and evaluation will also be required.

All the above three positions will be reporting to the Managing Director of the Organization.

### Manager - Central Accounts

This position will be responsible for the development and maintenance of a centralized and automated accounting function, which collects and reports the financial results from all cost centers/spending units. FCA preferred with minimum of 5-10 years experience.

### Manager - Fund Management

This position will be responsible for the efficient management and use of capital resources, which will include development and maintenance of a centralized and automated fund management system incorporating the banking, investment and liquidity management. FCA/MBA preferred with minimum 5-10 years experience. Advanced computer literacy is required.

### Manager - Personnel and Benefit Records

This position will be responsible for the development and maintenance of a database for personnel service records, payroll, benefits, and all other entitlements. Masters degree with minimum 5-10 years management experience preferably in a human resources function is required. Advanced computer literacy is required.

### Manager - Logistics and Support

This position will be responsible for the purchase of all capital and non-capital items, printed materials and supplies. She/he will also be responsible for procurement and management of HQ and field office premises and all external leases and service contracts. Masters degree with a minimum 5-10 years management experience.

### Manager - Information and Technology (MIS)

This position will be primarily responsible for the development of a comprehensive MIS database system and network including supervision of the performance of all data processing and information output requirements. Advanced qualification in computer applications with a minimum of 5-10 years experience in database management.

### Manager - Communications

This position will be responsible for assisting the Managing Director in the preparation of Board and Donor documents, meetings, recording and writing of minutes and other administrative tasks. The position will also be required to provide logistic support for all of the other activities of the MD as required. Minimum Graduation Degree with at least 5 years experience in communications and public relations function is required.

### Managers - Human Resource Development (2 Positions)

One position will be responsible for planning and managing all training activities for clients and staff. She/he will also be responsible for social development activities, integrating gender issues and perspectives in training curricula and establishing linkages with other organizations. The second position will be responsible for the monitoring and evaluation of all training and the effectiveness of group and social development activities. Minimum Masters level with 5-10 years experience in a non-formal education or training functions is required.

### Chief Auditor

This position will be responsible for the development and implementation of a comprehensive internal audit system that covers all Headquarter, Regional and Field offices. FCA preferred with 5-10 years experience in internal and external audit management.

The organization encourages gender equity in all of its recruitment and female applicants are encouraged to apply. Computer literacy, written and spoken fluency in Bengali and English and the ability to travel in Bangladesh will be required for all positions. A competitive remuneration package would be offered to the successful applicants. Applicants for all positions must be aged 50 or under.

Interested candidates should forward their resumes with a covering letter stating the position applied for to Box No. **A-2539**

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## FLAT FOR SALE

3RD FLOOR (SIZE 2600 SFT) AT DOHS BARIDHARA # 154, ROAD # 01 WILL BE SOLD. 3 BED, 3 BATHS, 6 - BARANDHAS, KITCHEN, SERVANTS, DRAWING, DINING, LIVING AND GARAGE. OCCUPATION WITHIN 3 MONTHS. PRICE 50 LACS. BUYER ONLY. REQUEST CONTACT PHONE: 9880071.

## AUTHENTA (O'Level Coaching)

427, Block-F, Babur Rd, Mohammadpur Tel: 9124369, 323855 New batch for Eng, Beng, & Phy Thorough understanding. Free test classes Come & see the difference!!

## HOUSE TO-LET

Two storied building, space 5500 sft at Gulshan Avenue main thoroughfare Embassy, Foreign Mission, Foreign/Local Bank, Multinational Company preferred. Contact: 01821693, 9116414 C-902

## NEXGEN®

SAT & II TOEFL GRE GMAT IBA IUB NSU WE HAVE NO BRANCH

Khurshid Alam (BORDA) MBA 811484 A-6/2 Lalmatia Dhaka 8125556/5343

## Sale

6 dec land in Rampura Badda near Bonosri Project. Contact: 017536655. C-936

## Car Sale

Self drives Toyota Mariano Model 1994 Registration 1998. Showroom condition. owners going abroad. Tel: 8823037, 604292. C-932

## Coaching

O Level Physics, Chemistry, Mathematics, English. Bangla, 15 years experienced teacher. New DOHS Mohakali. Phone: 8815698, C-933

## Rotary News

### North West meeting tomorrow

The regular weekly meeting of the Rotary Club of Dhaka North West will be held tomorrow at the Dhaka Club Ltd, Ramna, Dhaka at 5:30 pm. says a press release.

Members have been requested to attend on time.

### Prof Jamilur Reza gets SEED award

Rotary Club of Metropolitan Dhaka yesterday announced professor Jamilur Reza Chowdhury as the winner of its SEED Award for 2000-2001, reports UNB.

The award, given by trustee of RCMD Foundation, will be accorded to Prof Chowdhury tomorrow from a formal programme.

Chief Justice Latifur Rahman will hand over the award sponsored by the British Airways to the professor.

This was announced at a press conference held at a city hotel yesterday morning. RCMD President Mohammad Saifuddin Shafiq and Dr Ahsan spoke on the occasion.

Hasan Shahriar, Khaleed Hasan, Farid Hossain, Najma Kabir Khan, Ashfaq Khan and Kazi Kamaluddin were present.

The award, which includes Tk one lakh in cash, a gold medal and a citation is given every year to a living Bangladeshi for outstanding contribution to science, education and economic development.

### To-Let

Office/Residence 2400 sft Baridhara House 2 Road 4 2 floor 3 beds 3 baths with modern facilities. Contact: 8612061, 8611301. C-926

### To-Let

Independent modern flat with garage, security etc. Foreigners/NGO preferred, 8/4, Block-A, Lalmatia, 9117854. C-929

### To-Let

House Rent: Uttara near Aagakhan School, all tiles, 3 bed, 3 bath, Sector-4, Road 2C, House 8. Phone: 8914048. C-928

### To-Let

Four bed, two garages flat Number 204, 138, Gulshan Avenue, opposite Gulshan Police Station. Phone: 8918102. C-930

**Tuition:** 'O'-Level Mathematics (A.B.D.P.M.), Physics, Sat. Gmat, Gre, 25 years experienced teacher. (QP Solved). Islam: 8127282. 018223722. C-909

## To-Let

An apartment of 1517 sft at Banani Road # 4 and 27 near Dhaka Gate having 3 bed, 4 bath, lift, car parking. Contact: 7213427 (Res), 7117466 (Off), C-931

## To-Let

DOHS Mohakali Road-31, House-466, 4 beds, baths, drawing, dining, family room, garage at 2nd Floor. Telephone: 8812160. C-927

## Rent-BARIDHARA APT.

2000 SQFT LAKEVIEW SUPERTUXURY APT (ROAD-8, HOUSE-27, APR-401-402)-3 BED, 4 BATH, FOREIGN FITTINGS, ELEVATOR, SECURITY GUARD, CONTACT: 98800924, REHEYA, A-12/V. C-938

## House To-Let

Al 188 A Gulshan Ave, Gulshan-1212 An independent two storied house for residential purpose only. Four bedroom, large living/dining room, large garden with lawn, servants quarters, garage and with all modern amenities. Situated in a very prestigious location on the main Gulshan Avenue North side, in between the Australian Embassy and the Russian Club (Foreign Embassies/Companies preferred). Please contact Mrs. R. Ismail Tel: 8822832. C-930

## To-Let

Newly built spacious luxury flat, 103 DOHS, Banani, 4 beds with attached dress/toilets, drawing, dining, family, reception, verandahs, store, kitchen, pantry, servant room, lift, generator, garage, all sides open, security. 8822810, 8812125 (Res). C-934

## HOUSE TO-LET

A four-bed house with attached bathrooms, drawing, verandah and dining space (total 2800 square feet, garage is also available) is ready for rent at Uttara. Foreigners preferred. Contact: Palash, 011-832119. D-622

## APARTMENT TO-LET

Just constructed south facing 3 bed, 4 bath, garage, lift, and standby generator. Apt # D-5, House # 35, ODYSSEY, Road # 4, Banani, Near Dhaka Gate. Please contact on site or ring: 8828510. C-937

## FOR RENT

Uttara Sector 4 near Police/Bus Station. Duplex 2500-sft 4 bed, 5 bath and two flats 1250 sft each 3 bed, 4 bath spacious courtyard maids accommodation car parking. Ideal for 3-unit family. Ph: 8911661/9562109. C-925

## Eating Out

**Shikara is a Gourmet Restaurant that serves Indian and Thai dishes on the city's new skyline.**

**Shikara**

Plot # 56, Road # 2, Uttara C/A, Dhaka. PABX: 8919092, 8920459, 8921006, Fax: 8920769

**Sajna An Exclusive Restaurant**

Serving full range of Indian dishes. Also available

**OUTSIDE CATERING \*TAKEAWAY \*PARTY FACILITIES**

House # 10, South Avenue, Gulshan-1, Dhaka-1212 Tel: 8811684, 8812458 Fax: 880-2-8828802. E-mail: sajna@ctechco.net

**SANTOOR Symphony of Dining**

House No. 2, Road No. 11 (New), Mirpur Road, Dhanmondi, Dhaka-1209, Telephone: 812336-9128737

**Comfortable Secured Shopping Coral's Your Trusted Family Super Market.**

Fast Food For New Generation

32, Wireless Gate, Mohakali C/A, Dhaka-1212, Mobile: 018-226450

## TO-LET

3 bed & 3 bath new 2200 sft apartment in Gulshan Rd # 51, H # 7, Apt # C4 (4th floor) along with modern features, rent 28,000. Contact: 8112042, 9113710. C-923

## FLAT FOR SALE

An exclusive south facing modern flat at Kemal Ataturk Road, Banani (at the same road of North South University), opposite Bukhara Restaurant, with three bedrooms, two bathrooms, one drawing room, modern kitchen, servant's room with bath, full time security, lift & generator, car park, 1650 sq ft. Genuine interested buyers kindly contact immediately: Mr. Mamun: 9886823. C-924

## Flat To-Let at Baridhara

Newly built 2200 sqft. 3 bed, 3 bath, drawing, modern kitchen, servant room with bath, provision of 2 (two) car parking at "SunFlower Apartment" building, 89, Sohrabwary Avenue.

Unobstructed excellent view, furnishing arrangement for long lease may be considered. Rent very reasonable. Foreigner preferred. Contact at Site or Phone 017-525158 017-560404 9881779 (office time).

C-922

## BUILDING FOR COMMERCIAL USE

### TO-LET

Single-Storey Bldg. 5000 SQFT, 108, Gulshan Ave (Beside Main Road), Bank - Bima, Foreign Missions, Multi-Nationals requested to contact Phones: 8625306, 8625307 (9AM-5PM).

## HOUSE TO-LET