

## Position Vacancy Announcement

The United States Agency for International Development (USAID) Mission to Bangladesh seeks applications from qualified Bangladeshis for two vacant positions in its office of Financial Management. The work environment is challenging, results-oriented and team-based.

### Financial Support Advisor (FSA)

The incumbent shall provide technical guidance on USAID procedures and accounting control requirements to the strategic objective team(s) and appropriate partners. Develop budgets, perform financial analyses, and prepare financial and accounting reports relative to project design and implementation. Participate in team reviews of contractor/recipient work plans, procedures manual and in determining reasonableness of budget proposals. Serve as the audit control officer implementing and maintaining the Mission audit management and resolution program. Perform financial reviews (site visits) to assess current and prospective recipient's administrative and institutional capabilities to implement USAID-funded programs.

Candidates must have a minimum of 5 to 7 years of private and /or private accounting/finance experience; at least one year related work from a public/private development environment. Must possess a Bachelor's degree in accounting, finance or business administration. A Chartered Accountant (CPA) certificate desirable.

### Payment Specialist (Voucher Examiner)

The incumbent shall maintain the Mission voucher tracking/payment system - whereby vouchers are logged upon receipt and tracked through the payment process, including distribution of vouchers to appropriate officials for administrative approval and follow-up. Review vouchers for payment. Prepare and transmit schedules of payments to the respective Finance Centres for payment. Record all payment data in the Mission accounting system and communicate with vendors/payees regarding payments and disallowance, if any.

Candidates must have a minimum of two years experience in accounting or related fiscal work, preferably a minimum of one-year experience in the USG environment. Must possess a Bachelor's degree in accounting, finance or business administration.

**Additional Qualifications:** All candidates must possess excellent written and oral communication skills in English (fluent) and Bangla, and must be computer literate in word-processing, spreadsheet and data management software. Lots of personal initiative desirable.

Interested candidates are requested to send their curriculum vitae and a recent passport-size photograph to the Personnel Office, GPO Box 2593, Ramna, Dhaka-1000 by October 20, 2000. Women and minorities are encouraged to apply.

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## Metropolitan

### Woman killed

## 4 arrested in Savar

By JU Correspondent

Police yesterday arrested four people in connection with the killing of a female garments employee whose body was recovered from Jahangirnagar University (JU) campus on Wednesday.

The arrested are Abdullah Al Masud Tipu, victim's husband, Sohel Enayet Shahid, Khorshed and Milan.

Tipu confessed that he had killed his wife because she opposed his plan for second marriage," duty officer of Savar thana said.

Tipu and his accomplices tortured and slaughtered Nasima Akhter, 25, in the early hours of Wednesday, police said.

Nasima, who was a sewing operator at the Welform and Cherry Limited at Savar EPZ, was pregnant for seven months.

Police recovered the be-headed body of Nasima from Taltala near Moulana Bhasani Hall of JU on Wednesday noon and sent it to Dhaka Medical College Hospital for autopsy.

Police arrested Tipu when he went to the Savar thana to see the body at about 7 pm on

Wednesday. Acting on his confessional statement, police arrested three others from their respective residences.

Police also recovered the victim's head which was buried in her house.

Tipu is a supervisor of a garments factory while his associates are involved in various criminal activities, including toll collection at Savar areas, local people said.

### Obituary



Former Additional Secretary Dr. Mohammad Ishaque of Noapara, Jessore, passed away at 3.15 am yesterday (Inna Lillahi ... Rajeun) at the age of 79 at his Lalmatia residence. He died of old-age complications, says a press release.

Dr. Ishaque was a Director, Jute Research Institute, Syndicate Member, Bangladesh Agriculture University, and Past President, Rotary Club of Dhaka. He also held various important positions in the government.

Dr. Ishaque left behind his wife, 3 sons - Dr. Iqbal Ahmed, Imran Ahmed and Dr. Imtiaz Ahmed - 3 grandsons, 3 granddaughters and a host of relatives and friends to mourn his death.

His namaz-e-janaza will be held today (Friday) after Juma prayers at Lalmatia Block 'C' mosque.

His qulshuani will be held tomorrow (Saturday) at his residence at 2/7 Block 'C' Lalmatia, Dhaka, after Asr prayers. Relatives, friends and admirers have been requested to attend and pray for the departed soul.

### US official calls on president

Alan Eastham, Principal Deputy Assistant Secretary of State for South Asian Affairs of the United States, made a courtesy call on President Justice Shahabuddin Ahmed at Bangabhaban yesterday, reports BSS.

Welcoming Eastham, President Shahabuddin said that Bangladesh-US friendship and cooperation have reached new heights during the past four years.

President Shahabuddin reiterated Bangladesh's commitment to democracy, good governance, economic development, peace and stability in the region as well as other parts of the world.

Eastham thanked the President for receiving him. He said that his visit to Bangladesh will help him know much about the country and her people.

### CAREER OPPORTUNITY

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(Only Window 95 version or lower can be read) C-989

### Programme Officer for Micro and Small Enterprise Promotion

We are an International Development Agency with an office in Dhaka and we work in partnership with NGOs, Governmental Agencies, International Agencies, as well as with the private sector.

Our programme in micro and small enterprises consists of a set of activities, including both financial and non-financial services, for the purpose of economic growth with equity. We support micro finance institutions to provide appropriate and flexible financial services to poor people. We support extreme and moderate poor to access all types of skills enabling them to tap income opportunities, be it through self-employment or wage employment. We promote entrepreneurship and facilitate overcoming of market imperfection in the delivery of and access to services for small enterprises.

We believe that market orientation should be a leading value for micro and small enterprise promotion. For this reason, we reinforce presently our collaboration with the private sector.

We want to strengthen our team in micro and small enterprise promotion to face the forthcoming challenges. Therefore we need a dynamic programme officer. If you:

- have a minimum of eight years experience in micro finance
- have a good knowledge of new approaches for non-financial services
- have close contacts with key practitioners and organisations in the micro finance sector, both in Bangladesh and abroad
- are familiar with NGOs as well as with the private sector
- are familiar with planning, monitoring, evaluation and transfer processes
- have field work experiences as well as
- have a great capacity to analyse and to conceptualise
- are a team worker
- have interpersonal skills
- are able to work with flexibility
- are excellent in English and in Bangla

and if you feel motivated to work in this sector, we would appreciate if you could send us your application, stating your motivation, a detailed CV as well as the references to GPO Box 928, Dhaka by October 12, 2000.

We encourage women to apply for this position.

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### TO-LET APARTMENT

Newly constructed 1700 sqft apartment, kitchen with cabinet, drawing, dining, 24 hours lift, generator, hot and cold water, guards, servant's room with toilet. House No-5, Park Rd, Baridhara. for immediate occupation. Dr Rashid 9120638, 019354759, C-993

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### ADVERTISEMENT

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Mr BR Mina,

Chief General Manager,

State Trading Corporation of India Ltd.,

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New Delhi-110001

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Telex No ND 031-65181, 65275, 65292,

Fax No 3701115.

E-mail: [stcindia@gems.vsnl.net.in](mailto:stcindia@gems.vsnl.net.in)

Internet: [stc@iasdl01.vsnl.net.in](mailto:stc@iasdl01.vsnl.net.in)

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## DFID

Department for  
International  
Development



DFID Bangladesh  
British High Commission

### VACANCY FOR AN ACCOUNTANT

The British Government's Department for International Development (DFID) requires a qualified Accountant to run a small accounts section. This is a new post. The task of DFID Bangladesh is to implement a development strategy and manage a aid programme which seeks to achieve a consistent and effective contribution to poverty elimination in Bangladesh

#### COMPETENCIES AND EXPERIENCE

The Accountant will report to the Management Officer and be in charge of a small accounts section comprising two other members of staff, accounts clerks, whom he/she will supervise.

The candidate for the post must be able to demonstrate an ability to work under pressure and meet tight deadlines. Good spoken and written English and Bangla are necessary. Proven management and team working skills are also required. The candidate should be a fully qualified accounting technician (e.g. Diploma in accounts) or a part qualified professional accountant (e.g. part III of ACCA or GCA) with 5 years practical experience. The candidate should be experienced in the use of computerised accounting systems. Knowledge of Microsoft WINDOWS and EXCEL would be an advantage.

#### MAIN TASKS

- examine and approve the daily payment schedule
- carry out a check for the validity and accuracy of all travel claims after they have been reviewed by the accounts clerk
- carry out a percentage check of all other accounting transactions when reviewing the daily payment schedule, including the details entered into the EXCEL based accounting package
- confirm the secure retention of all supporting documents
- ensure comprehensive pay records are maintained
- respond to financial queries from DFID staff and suppliers etc.
- provide support to the DFID B Management Officer on financial issues
- generate and review monthly expenditure reports; identify and explain all anomalies, to be submitted to the Head of DFID B through the Management Officer
- reconcile suspense, cash and control accounts. Reconciliation statements should be attached to the monthly imprest account report
- undertake a 100% check on staff payroll and payroll notifications prior to approval by the Management Officer
- prepare the request for replenishing the imprest account which should be supported by a bank reconciliation as undertaken above
- generate and explain DFID B's annual statement and analysis of expenditure and income for consideration by the Management Officer
- contribute as appropriate to DFID B's Annual Plan and Performance Review and the Policy and Resource Planning process

Interested candidates should send their CV and a statement of how they meet the competencies and requirements of the job, together with the names of two referees with telephone details, and current salary information to The Management Officer, DFID Bangladesh, British High Commission, P O Box 6079, Dhaka-1212 by 19 October. Only candidates short-listed for interview will be contacted.

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