

Job Opportunity

Resident office of an International Research Organization (USA) urgently requires one **Administrative Assistant** to work with the Program Manager and the Coordination Manager.

A) Skills:

1. Good command of English, both spoken and written.
2. Computer proficient with adequate knowledge of MS Office and Excel.
3. Should be able to deal with foreign consultants and donors independently.

B) Salary will be negotiable subject to qualification and will be on consolidated basis.

Interested candidates may forward their bio-data with one copy photograph by October 22, 2000 to the following address:

The Advertiser, Box No C-1018, C/o The Daily Star, 19, Karwan Bazar, Dhaka.

Diabetic Association of Bangladesh

Ibrahim Memorial Diabetes Centre

122 Kazi Nazrul Islam Avenue, Dhaka-1000

Tender Notice

Date of Receiving/Opening 31.10.2000 (Tuesday)

Sealed Tenders are hereby invited from the reputed, bona fide, manufacturers/suppliers/authorized agents for the procurement of equipment as stated below. Detailed description of the equipment has been mentioned in the tender documents.

Tender Nos.	Name of Tendered Stores	Value of Tender Documents in Tk. (Non-refundable)
(1). DAB/P(F)/329/2000-2001	Supply, Installation & Commissioning of the Urological Instruments.	1,500/-
(2). DAB/P(F)/378/2000-2001	Supply, Installation, Testing & Commissioning of the Multi-Format Camera for C-Arm.	1,000/-

Special Terms and Conditions:

1. Tender documents are available in the Cash Section of BIRDEM (Room No. 208) on all working days from 10.10.2000 to 30.10.2000 at 8.00 A.M to 12.00 hour (noon) which will have to be obtained against payment of the value of the tender documents.
2. Tenders will be received in a Tender box kept in front of the room No. 224 on the receiving/opening date (31-10-2000) up to 12.00 hours (noon) and be opened at 12.30 hours (noon) on the same day in presence of the tenderers (if any).
3. No Tender documents will be sold on the receiving/opening date of tender.
4. The Association is not bound to accept the lowest offer and reserves the right to accept or reject the whole tender or any part of it without assigning any reason whatsoever and without any financial implications thereto.

Director, Logistic Services.

D-694



UNICEF Vacancy Notice

Re-Advertisement

The United Nations Children's Fund (UNICEF) is seeking applications from Bangladeshi nationals for its Dhaka Office to fill in the positions mentioned below:

1) Project Officer (Community & Social Development)

Nature of responsibilities (This is a Senior Level Position within the Water and Environmental Sanitation Section):

The successful candidate will develop innovative and participatory, child friendly, gender sensitive and pro-poor approaches and strategies for the designing, planning, implementation and monitoring of the hygiene, sanitation and water supply project; negotiate, facilitate, institutionalize and monitor the maintaining of social development issues within the WES team and all other stakeholders in sector across project components and process; monitor and manage the work of NGOs/contractors in field implementation, through regular dialogue, field visit and review meetings in Dhaka and at field level; develop terms of references, strategies and participatory approaches for the engagement of NGOs and other contractors in the implementation of the project activities; provide inputs into the development of qualitative social development and participatory monitoring methods and indicators and systems development for ongoing monitoring mechanisms, to include capacity building at local government levels; develop strategies and activities for mainstreaming gender and participatory social development approaches within WES programmes; develop methodology, approaches and activities to address the serious social issues, which are emerging as a result of the arsenic crisis, leading to arsenicosis patients being ostracised within the community; develop a methodology for the promotion and facilitation of private sector latrine producers within the project; identify and develop studies, surveys and evaluations which will be needed to input into project development and in assessing achievements of project purpose.

The ideal candidate should have:

- Advanced university degree in areas related to social science sociology, anthropology, economics, rural development, and demography, development study focus an advantage.
- Minimum 10 years work experience of which at least eight years at a senior professional level in social development field including field level and policy level activities.
- Analytical skills, preparation of project documents and report writing ability are essential.
- Experience at national level in alliance building and networking among government agencies, NGOs and private sector.
- Proven experience in planning and managing large-scale programmes is essential.
- Negotiation and advocacy skills.
- Fluency in written and oral English and Bangla.
- Proficiency in use of computer, especially word processing, spreadsheet & graphics. Experience in use of internet and email desirable.

Remuneration:

Starting remuneration at NOD level which is the most Senior National Professional Officer grade level

Project Officer (School Sanitation & Hygiene Education)

Nature of responsibilities:

The successful candidate will, develop and design the programme of hygiene, sanitation and water supply intervention in the designated schools in the project areas with a demand responsive and gender sensitive approach learning lessons from previous experiences, aiming to utilise the child to child and child in the community strategies to influence behavioral change in children and in the community at large; influence and support a programme of collaboration between the DPE and DPHE in programme planning, implementation and monitoring. Ensure project strategies and approaches are instilled in school curricula; identify ways of reaching out-of-school population including mobile and transitory groups; with support from colleagues within WES, identify and develop technological options with regard to school facilities, paying particular attention to the needs of the girl child. Develop this theme so as to gain maximum benefit for the girl child in terms of school enrolment and retention; identify the needs for training to ensure optimum capacity of GOB counterparts and NGOs. Develop training programme and the methodology to carry out the required training; develop and manage the preparation of studies, surveys and evaluations, participate in and co-ordinate the preparation of reviews and reports including consultation with proposed users and monitoring of user satisfaction with WATSAN Engineering designs; Undertake advocacy to create a network of development partners (government, NGOs, donors, academic institutions, private sector) on the subject of school hygiene and sanitation so as to gain wider support for this intervention.

The ideal candidate should have: Advanced university degree. Preference will be given to degrees in areas related to social science (sociology, anthropology, economics, rural development and demography) and public health engineering.

- Minimum eight years work experience of which five years at a responsible professional level in social development field including hygiene promotion.

- Analytical skills and report writing ability are essential.

- Experience in working with donors as well as in alliance building and networking among government agencies, NGOs and private sector are preferred.

- Experience in child-to-child and child to community approached desirable.

- Proficiency in the use of computers especially in word processing, spreadsheets, email & graphics

- Fluency in written and oral English and Bangla.

Remuneration:

Starting remuneration at NOC level which is the second most Senior National Professional Officer grade level.

Applications with CV and recent passport size photographs should be forwarded to the Chief of Human Resources Section, UNICEF-Bangladesh, Sheraton Annex, 1 Minto Road, Dhaka-1000, by October 14, 2000. Mark on the envelope the post applied for. Only short-listed candidates will be contacted.

Any form of canvassing, soliciting or influencing will be treated as a disqualification. Those candidates who applied earlier for these two positions need not to apply again.

Applications From Qualified Female Candidates Are Encouraged UNICEF is a non-smoking working environment.

To-Let

Apartments at Banani-newly constructed 3-bed, with all modern facilities, lift, standby generator, separate drawing, dining & servants. Tel-605191, 011-857930, D-699

Luxury Flat Sale

DOHS Baridhara 2600 sft 4-bed, 4-bath, spacious living, family living, dining, 4-veranda, servants room, attached bath almost ready. Rd-2, House 215. 8828244, 2312647 (ARS Builders), C-1028

TO-LET

First floor of independent 2-storey house 3-bed/bath, American/European tenants surroundings, furnished, just vacated by Japanese. Road # 105, Gulshan-2. Ph: 9880439 M/s Choudhury

House To-Let

A duplex 3,600 sqft and a second floor, 2,450 sqft House-174, Rd-2, DOHS, Baridhara. Available from November 1, 2000. Contact: Phone 8012511-20 ext-234 (office)-334 (Res), 8012511-20 ext-234 (office)-334 (Res)

To-Let

Newly-built spacious luxury flats 103 DOHS, Banani, 4 beds with attached dress/toilets, drawing, dining, family reception, verandas, store, kitchen, pantry, servant room, lift, generator, garage, all sides open, security. 8828210, 8812125 (Res), 017358250 (Mob) C-1024

Flat for Sale & To Let

A newly build luxurious large apartment 1st floor 3400 sq-ft for sale and 4th floor 3200 sq-ft for To Let. Each flat having 2 garage with all modern facilities at Gulshan-1. The building having only 5 flat. Contact: 8821746 (Res), 8614020 (Off), C-1026

NEXGEN®

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

Khurshid Alam (BORDA) MBA 811 8484 A-6/2 Lalmatia Dhaka 8125556/5343

MAYFLOWER INTERNATIONAL TUTORIAL

(English Medium)
Admission form being issued from 15th October 2000 for 2001.
Play Group to 'O' level

House No-23, Road. No-9/A, (Old-18), Dhanmondi, Dhaka. (Opp: Women's Complex), Ph : 8822301

House To Let

Located at Uttra Sector-9, cross section of Sonargaon Road and Dhaka-Tongi Road, North of Muscot Plaza, about 16,000 sq-ft under construction building with lift and garage facilities, available wholly/partly. Internal decoration to be made according to leasee's choice. Interested govt/private/foreign organisations may contact: Phone: 8315502, 9353750, 018218051. C-1023.

BIG COLLECTION !

AT PRETEX®
MEN, WOMEN & CHILDWEAR
UTTARA SEC-4, GULSHAN-1



অফিসার্স ক্লাবের মহিলা কমিটি আয়োজিত

আনন্দ মেলা-২০০০

২৬ বেইলী রোড, অফিসার্স ক্লাব প্রান্ত
২৪, ২৫ ও ২৬ নভেম্বর ২০০০
শুক্রবার, শনিবার ও রবিবার

স্টেলের জন্য ১৫ নভেম্বর ২০০০ এর
মধ্যে নির্ধারিত ফরমে আবেদন করুন।

Career Opportunity

A Multinational Company based in Chittagong is looking for an Accounts Officer who should be CA Course completed with 2-3 years of working experience in any reputable company. Knowledge in Computer is a must; immediate joining is required.

Any one having the requisite qualifications may apply to Box No-D-697 C/o The Daily Star, 19 Karwan Bazar, Dhaka with a recent passport size photograph by October 14, 2000.

Announcement

The Canadian High Commission in Dhaka is currently updating its official list of Canadians registered in Bangladesh. Those who have not registered are encouraged to do so as soon as possible, by completing an application form available at High Commission. For those Canadians who are already registered, let us know if there are any changes to the information provided to this High Commission.

Information submitted will be used for consular purposes and will not be shared with other Canadian government or outside sources.

D-698

Modern Flat To-Let

House No-10, Road No-6, Gulshan-1 Concord Crest flat of 2250-sqft 3-bed, 3-bath with wall-almirah and modern fittings separate servant's room and bath. All time lift, guard, generator, car parking facilities.

Please contact Ph-8920325
Mrs Karim C-1021

House To-Let

6-story independent house at Banani, each floor about 3,000 sft with large parking space, in finishing stage and can be customized, will be let out for long term only to multinational or foreign organizations. Please contact 9353887. C-1020

TO-LET

OFFICE/RESIDENCE,
UTTARA MODEL TOWN,
House-9, Road-1/A, Sector-4,
3 Storied-5 Flats, each having 3 bed, drawing- dining, 2 toilets, modern fittings, parking facilities, Phone: 9331930, 7701420. E-mail : tasbir@bdcom.com.

Job Opportunity

Resident office of an International Research Organisation (USA) urgently requires Program Manager to work with the Head of the Office.

A) Skills:

1. Good command of English, both spoken and written.
2. Computer proficient with adequate knowledge of MS Office and Excel.
3. Background of Health & Family Planning/Reproductive Health and knowledge of the formal planning process will be preferred.
4. Should be able to deal with foreign consultants and donors independently.
5. Salary will be negotiable subject to qualification and will be on consolidated basis. Anybody presently drawing below Tk 20,000 need not apply.
6. Only ladies are required to apply. Age should preferably be between 25 and 35 years.

Interested candidates may forward their bio-data with one copy photograph by October 22, 2000 to the following address:

The Advertiser, Box No C-1017, C/o The Daily Star, 19, Karwan Bazar, Dhaka.

Centre on Integrated Rural Development

for Asia and the Pacific

VACANCY ANNOUNCEMENT

Position Title	Level (grade)	Duty Station	Duration of Assignment
Publications Assistant	G-5	Dhaka	Initially for a period of 1 year (extendable)

Duties and responsibilities

Under the direct supervision of the Director (Information & Communication), The incumbent will be required to

- assist in editing, printing and publishing documents of the center including the journal, development digest, books and other publications;
- collect/scan information materials for publishing;
- assist in preparing documents for printing, formulating technical specifications for printing liaison with printing houses and proof reading;
- prepare distribution lists and promote marketing and sales, maintains records of centres publications
- assist in building up the documentation and information services.

Level G-5 Step-1 starts a salary of US\$2,909 per year or US\$242 per month (to be paid in equivalent Taka) plus other allowances like contributory Provident Fund, Group life Insurance, Accident & Sickness Insurance and Children Education Grant.

Position Title	Consolidated Salary	Duty Station	Duration of Assignment