

Job Vacancy for General Manager, Administration

Applications are invited from qualified candidate for the position of **General Manager for Administration**, to be based in Dhaka. However, approximately 20% of the time will be spent outside Dhaka for providing oversight and guidance to the 20+ field offices of CARE Bangladesh. This is a senior position reporting directly to the Assistant Country Director.

Job Summary:

The General Manager is charged with overall planning, implementation and supervision of Country Office administration specifically General Services, Property/ Assets Sections and the Field Offices. The incumbent is required to keep the Assistant Country Director (ACD), F&A, update on administration and bring to his attention policy issues affecting to these section and Field Offices. S/he has the primary responsibility of recommending necessary changes on policy issues falling within his/her area and assist the ACD, F&A to develop and implement such changes in a timely fashion.

Requirements:

- Minimum Bachelors degree in Social Science in any discipline
- 8 years professional experience in administration of a large organization.
- Sound knowledge and strong skills in administration and resources management.
- Has strong Team Management and people management skills including managing diversity.
- Flexible and able to deal with critical issues in a professional manner
- Ability to develop organizational policy
- Able to coordinate with and represent the organization to the appropriate stakeholders
- Strong leadership, communication and interpersonal skills.

Interested candidates are requested to apply with a forwarding, detailed bio-data, a copy of photograph mentioning name of two professional referees, expected gross salary to **The Advertiser, Box No: A-731 C/o. The Daily Star, 19, Kawran Bazar, Farmgate, Dhaka** within **March 15, 2001**.

FEMALE ARE SPECIALLY ENCOURAGED TO APPLY

ANY PERSUASION WILL BE TREATED AS THE DISQUALIFICATION OF THE CANDIDATE
PLEASE MENTION THE POSITION APPLIED FOR ON THE TOP OF ENVELOPE

CAREER OPPORTUNITY

We are seeking to hire young, energetic and motivated Engineers for our internationally acclaimed Village Phone Programme.

Qualifications :

B. Sc. Engineering (Electrical or Electronics) graduate from recognized University/Institutions.

Computer literate, must be able to communicate in English.

Should be able to work independently and in teams.

Conditions :

Selected candidates will be posted in the rural areas and are required to travel frequently, towards attaining the company objectives.

Bright career prospects for those willing to work hard.

Interested candidates are requested to apply with a detailed C.V. along with a recent photograph. Please indicate a contact telephone number, if available. Only short listed Candidates will be called for interview. Please send application to : **Managing Director, Grameen Telecom, Grameen Bank Complex, Mirpur-2, Dhaka-1216** on or before **14th March, 2001**.

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Apply no later than **4 March 2001** with your resume and a passport size photograph to:
Director : Human Resource Development
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BETTER WITH VANIK

POSITIONS FOR CO-ORDINATOR-LEASING OPERATIONS

Vanik Bangladesh Ltd. is a Joint Venture Financial Institution, wishes to recruit some people for its fast expanding Leasing Department.

The incumbents should be smart, energetic, persuasive and be able to meet targets and should be willing to travel extensively. The candidates should have a Masters/Bachelors degree in Finance, Marketing or Business Administration from a reputed University with good academic credentials.

The candidates should have dynamic interpersonal skills, strong written and verbal skills in English.

Two years of work experience in any Bank or financial institution is preferable.

Remuneration package is negotiable and will be very attractive.

Interested applicants are requested to send their detailed resumes with passport size photographs mentioning the post applied for on the top of the envelope on or before **10th of March 2001**.

Chief Executive Officer

Vanik Bangladesh Ltd. Safura Tower (11th Floor)
20, Kemal Ataturk Avenue, Banani, Dhaka 1213

This advertisement is also available at www.bdjobs.com and www.bangladeshinfo.com



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REQUIRED : Two 'A' LEVELS or HSC 700+
TOEFL/IELTS Required for HSC Applicants

The UAE - Bangladesh Investment Company Ltd.

A Joint Venture Investment Company Funded By Abu Dhabi Fund for Economic Development and Government of Bangladesh

SHIFTING OF OFFICE

Old Address	New Address
The UAE-Bangladesh Investment Company Ltd. JK Bhaban (3 rd Floor) 30, VIP Road Kakrail, Dhaka - 1000	The UAE-Bangladesh Investment Company Ltd. 5 th Floor, Northern Wing Erectors House 18, Kemal Ataturk Avenue Banani, Dhaka - 1213

জালালাবাদ এসোসিয়েশন ঢাকা বার্ষিক সাধারণ সভা ২০০০

আজ ২৩শে ফেব্রুয়ারী ২০০১ইং রোজ শুক্রবার সকাল ৯-৩০ টায় ফার্মগেইট খামার বাড়ীস্থ কৃষিবিদ ইনস্টিটিউশন প্রাঙ্গণ ঢাকায়, জালালাবাদ এসোসিয়েশনের ২০০০ সালের বার্ষিক সাধারণ সভা অনুষ্ঠিত হইবে। এই উপলক্ষে একই স্থানে বেলা ১-৩০ টায় এক প্রীতিভোজ ও সন্ধ্যা ৬-৩০ টায় সাংস্কৃতিক অনুষ্ঠানের আয়োজন করা হয়েছে।
উক্ত সভা এবং অন্যান্য অনুষ্ঠানে সিলেট বিভাগ বাসীদের সপরিবারে উপস্থিতি কামনা করা হইবে।
অধ্যাপক এম, আলআউদ্দিন সভাপতি
নূরুল ইসলাম চৌধুরী সাধারণ সম্পাদক

JOURNEY WITHIN ISLAM

BY
JUSTICE M. GHOLAM RABBANI

The author has presented historical events in a manner that the reader feels journeying within those times.

PUBLISHER
THE UNIVERSITY PRESS LIMITED
114, Motijheel C/A, Dhaka-1000.



Hotels International Limited

Owners -

107, Kazi Nazrul Islam Avenue, Dhaka 1215

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Fax: 880-2-8119646, 880-2-8113324; E-mail: hil@panpac-dhaka.com

TENDER NOTICE

Laundry Relocation work of Sonargaon Hotel

Sealed tenders in 2 (two) envelope system are hereby invited by Hotels International Limited (HIL) for Laundry Relocation Work of Pan Pacific Sonargaon Hotel at 107 Kazi Nazrul Islam Avenue, Dhaka, from reputed, bonafide and eligible firms / Joint Venture of firms experienced in such works. The work is to be completed without interrupting the laundry operations.

- The intending tenderer should fulfill the following minimum qualifications and requirements for their participation in the said tender.
 - Should have experience in relocation of similar mechanical, electrical and civil works.
 - Should furnish certificate(s) from the employer(s) of their involvement as contractor in Project(s) of similar nature, reflecting the nature and volume of works, cost, completion time etc.
 - Should possess valid ABC contractory and supervisory electrical license (attested photocopy of licenses to be furnished).
 - Should submit documentary proof to the effect that their annual turnover is not less than Tk. 20.00 (twenty) million.
- Foreign firms preferably operating in Bangladesh are eligible to apply but they must fulfill all legal and regulatory conditions permitting their business in Bangladesh. All payments however shall be made in Bangladeshi Taka.
- A Joint Venture may be formed comprising not more than 2 (two) firms. The Joint Venture shall be of one local and one foreign firm.
- The intending tenderer shall submit an application to the undersigned stating their eligibility for participation in the tender, supported by authentic documents for obtaining Tender Documents. The application for purchase of Tender Documents will be received upto 28-02-2001. On scrutiny of the same, HIL authority may allow or reject any or all applications for purchase of Tender Documents. The intending tenderer(s) who would be allowed to buy Tender Documents shall pay Tk. 5,000.00 (Taka five thousand) in cash or in the form of bank draft/pay order from any scheduled Bank of Bangladesh or US \$ equivalent at govt. rate for obtaining each set of Tender Documents from the office of the undersigned during office hours (9:00 A.M. to 4:30 P.M.) on all working days from 04-03-2001 to 12-03-2001.
- The Technical Proposal and Financial Offer must be submitted separately in sealed envelopes. Earnest money amounting to Tk. 5,00,000.00 (Taka five lac) in the form of Bank draft/pay order from any scheduled Bank of Bangladesh or US \$ equivalent at govt. rate, issued in favour of Hotels International limited shall have to be furnished along with the Technical Proposal without which the tender shall be rejected outright.
- The Technical and Financial Offer will be received in the office of the undersigned, upto 12:00 pm on 21-03-2001.
- The intending tenderers shall visit the site and get themselves acquainted with the condition and limitation of the site, the scope of work and the available working space for installation, etc. before tendering and declaration in this regard by the bidder must be attached with the tender.
- The work must be completed in all respect within 10 (ten) weeks from the date of issue of work order.
- Authority in association with the consultant will organize a pre-bid meeting with intending tenderers (who will have purchased Tender Documents) where the tenderers will have opportunity to interact to understand the scope of work and obtain clarification on various other points. The points on which clarification will be sought has to come in written form. The pre-bid meeting will take place on 15-03-2001 at 3:00 PM at Sonargaon Hotel, 107 Kazi Nazrul Islam Avenue, Dhaka.
- Hotels International Limited reserves the right to accept any tender and reject any or all the tenders without assigning any reason whatsoever.

Managing Director



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* Price per person (twin-sharing) for the first night. Local conditions apply.
For details call your travel agent or SIA Reservations: Dhaka - 8811504 (8 lines), Chittagong - 725770, Sylhet - 717111.

www.singaporeair.com