

CARE **JOB VACANCY**
Office Manager

Applications are invited from qualified candidate for the position of Office Manager to be based at one of the Field Offices located outside of Dhaka. Currently we have one vacancy, however, for our future requirement we will also preserve a panel to meet up future needs.

The incumbent is charged with the overall supervision of the Field Office Support staff, effective coordination with senior project staff to ensure smooth and timely operation of projects, participation in mission initiatives and responsible for efficient and cost effective resources management. The person should be an excellent team player.

Requirements:
Master in any discipline, preferably in Commerce with 7 years experience in handling administrative and financial responsibilities of which at least 2 to 3 years experience in managerial position. Should have excellent negotiation, good managerial, leadership and strong coordination skill. Managing operations in cost effective manner. Strong abilities in decision making, team management, coaching, mentoring and problem solving.

Compensation take home package is Tk.27,500 per month. Also other admissible benefits as per organizational policy.

Interested candidates are requested to apply with a forwarding mentioning the name of two professional referees, detailed bio-data, contact telephone number and a copy of photograph to **The Advertiser, Box No: A-4288, C/o. The Daily Star, Kawran Bazar, Farmgate, Dhaka** within **November 29, 2001.**

Only short-listed candidates will be called for **Written Test & Viva Voce** on **December 10, 2001** at Dhaka. **Qualified women are especially 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

No. 1 for SAT, GRE, GMAT, TOEFL, IELTS
SPOKEN ENGLISH Gateway
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Ph. 019-360990

Office Space To Let
Ground floor of two-storied building in prime location in New Eskaton Road, about 800 sqft with private parking space, separate entrance. Most suitable for private banks, big corporations. Available from 1st December. Contact: Ph 8319475 during office hours. C-1799

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

Hasina takes iftar with orphans

UNB, Dhaka

Leader of the Opposition Sheikh Hasina yesterday sought the blessings of Almighty Allah for saving the country from what she called infernal torture, atrocity and injustice.

"Save the country from anarchy and atrocities, torture and terrorism," she prayed to Allah while taking iftar with orphans and ulema-masha'iq at the MP hostel.

Welcoming the guests to the iftar party on the second day of Ramadan, the Awami League president alleged that massive torture, repression and terrorism were being perpetrated across the country.

In this regard, she also drew attention of all concerned saying that all should remain alert so that such heinous acts could not take place.

Hasina said Islam is a religion of peace and humanity and in this month people should get rid of torture and terrorism. "Islam does not sanction torture and injustice."

Badhan case adjourned till Jan 7

COURT CORRESPONDENT

Malik Nazmul Haider, sub-inspector of the Detective Branch of Police, the first prosecution witness in the case of sexual assaults on a woman at the TSC of Dhaka University, was cross-examined in the CMM's Court, Dhaka yesterday.

After the two-hour cross-examination by the lawyers for the accused, Magistrate Mohammad Abul Kashem adjourned the hearing until January 7.

Advocate MA Kamrul Hasan Khan Aslam and Kishore Ranjan Mondol appeared for the accused. Badhan Akter was assaulted at the TSC during the New Year celebration on December 31, 1999.

Rotary News

Weekly meeting

Regular weekly meeting of Rotary Club of Dhaka North will be held at 4.15 pm today at hotel Sonargaon.

Guest speaker Rtn. Iftekarul Alam will speak on "Rotary Foundation". All members are requested to attend on time, says a press release.

CAFE BAZAR
offering traditional
Iftar Buffet
along with a full Buffet Dinner during Ramadan.
Our popular hot Jilapis, famous Halim & mouthwatering Nehari also available for you to take home.
please call us for more details
Phone 811-1005 Fax 811-3324
THE PAN PACIFIC SONARGAON
Dhaka

Contract Signing Ceremony

Contract Signing Ceremony for supply & installation of LG.OTIS Elevators & Escalators (Capsule Lift - 2 sets & Escalator - 10 sets) at "Metro Shopping Mall" on 05th November 2001. Mr. Habibur Rahman, Chairman of MB MAAN BANGLADESH LTD. and Mr. Fakhru Islam, Chairman of Garden View Consortium Ltd. were present at the occasion.

Luxury Apartments FOR SALE
1865 sft South Facing Lake View Apartments
At Road # 50, Plot # NWK-8B, Gulshan-2 (near Gulshan Club & WIMPY) Handover Dec'2002
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Tel: 018 227739, 9883130

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Following the guidelines of the AACSB, the highest accreditation body of business schools in USA.
• All MBA faculty have Ph.D. from North American or equivalent universities • Exclusive computer lab for MBA students • Financial assistance • Evening classes • Flexibility in course choice
Admission Requirements
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• At least Second Class (45% or above) in all exams or a minimum CGPA of 2.75 on a 4-point scale.
• Acceptable scores in NSU admission test or minimum score of 550 in both TOEFL and GMAT.
• Work experience preferred.
Admission Test : 23 November 2001
Application Deadline : 21 November 2001
NORTH SOUTH UNIVERSITY
12, Kemal Ataturk Avenue, Banani, Dhaka 1213
Phones: 9885611-20, Fax: 8823030. E-mail: mba@nsu.agni.com
Web: http://www.northsouth.edu


Bangladesh Institute of Administration and Management (BIAM)
(A project of the Ministry of Establishment)
63, New Eskaton, Dhaka-1000

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Course starts from 01/12/2001.
Limited seats are available on first come first served basis. Application forms and brochures are available at BIAM during office hours.
Please Contact : Course Coordinator, BIAM.
Phone No. 9348394, 9352406, 9332513

CONSUMARK Executive Search
Our Client, a regional multinational manufacturer/ marketer of fast moving consumer goods in the toiletries/ health care industry urgently require to fill the following key positions for their operations in Bangladesh.
Position: Brand Manager
The ideal person would be an MBA from a good business school in Bangladesh or India with 2-3 years of experience in the toiletries industry or in Advertising (dealing with toiletries clients). Responsibilities to include all marketing & brand management initiatives, liaison with research and ad agencies, coordination with sales for target achievement. The position reports to the Country Manager as well as to Marketing Manager at the Group HQ.
Position: Commercial Manager
The ideal person would be a professionally qualified ACA or ACMA with about 3 - 4 years experience in sales/factory accounting. Responsibilities to include cost management, MIS, Company secretarial work, legal issues, interface with taxation/statutory bodies, etc. Will report to Country Manager.
Position: Production Manager
The ideal person would be a graduate Mechanical/Chemical Engineer (in early 30's) with management level experience in multinational or large national company engaged in manufacturing toiletries/ household/healthcare/food etc. Responsible for routine factory operations to deliver planned production, labour management, Total Cost Management initiatives, etc. Will report to the Country Manager and will be supported by appropriate assistants.
A competitive remuneration package matching the candidates qualification & experience will be offered.
Applications with 'Position' clearly marked and with detailed resume and recent photograph should reach
CONSUMARK LIMITED, 45, Road # 4, Block-C, Banani, Dhaka 1213 by November 28, 2001. We may also be contacted by e-mail: info@consumark.com or Fax: 8802-881 0257.

Rajuk Uttara Model School & College
Admission for Class-VI & IX (Science, Arts & Commerce)-2002
ENGLISH MEDIUM SECTION
1. This School offers you an excellent environment for your child to be a successful citizen of this country. Our medium of instruction is English and we follow the national curriculum according to the S.S.C & H.S.C syllabus. The students will appear in these exams in English.
2. Students acquire both academic & social skills with emphasis on participation in debate, music, arts & crafts and different stage competitions. We provide one to one computer training and language lab facilities. We have a well-equipped Gymnasium. Martial art is also taught here. The library is well stocked with rich books.
3. **Number of seats** : 35 (Thirty five) in each Class.
4. **Admission form** : Prospectus and detailed information about admission may be collected from the college main office. Admission is open to both boys & girls.
5. **Application Form** : (a) Date of collection : 17-11-01 to 20-12-01.
(b) Last date of submission : 20-12-2001.
6. **Written test on English, Mathematics & Bengali** : 21st Dec, 01 at 0930 hrs.
7. **Announcement of written test result** : 24-12-2001.
8. **Viva Voce & Medical Test** : 26-12-2001.
9. **Announcement of result** : 27-12-2001.
10. **Induction** : 01 January 2002.
11. 10% seats are reserved for the meritorious students of the rural areas. They may be provided full or partial financial concession along with hostel facilities.
Sector-6, Uttara Model Town, Dhaka-1230. **Colonel Nurun Nabi**
Tel : 8912780-115, 8918196. **Principal & Member- Secretary**
Fax : 88-02-8918196, E-mail : rumsc@bdmail.net **Board of Governors**

AsiaUrbs SYLHET PARTNERSHIP
Job Opportunity
Asia Urbs Sylhet Partnership is a 'not for profit' urban regeneration company based in Sylhet. The initiative is funded by the European Commission Asia-Urbs Programme and is supported by a tri-parite local government partnership comprising of the London Borough of Tower Hamlets in UK, Horsens Municipality in Denmark and Sylhet Municipality in Bangladesh. The initial focus of the company is on urban management, health and poverty and business sector development in the Municipality area.
We are now seeking energetic and dynamic individuals to fill the following positions:
Project Development Officer
As Project Development Officer you will assist the Project Director in developing and implementing demonstration projects in the area of solid waste management, health and poverty and business sector development.
The successful candidate should have:
• Experience of project development and implementation in an urban setting
• Understanding of urban problems and the role of international agencies in urban development
• Ability to think strategically and work with private, public and community sectors
• Ability to write reports and prepare bids for external funding
• Fluent written and spoken English and Bangla
• Computer literacy - word processing, spreadsheet and database skills
• Excellent communication and interpersonal skills
• Ability to work independently and manage and lead a small staff team in Director's absence
Finance Officer
As Finance Officer you will be responsible for managing and maintaining the financial records and systems of the company.
The successful candidate should have:
• Professional qualification from a recognised institute
• Experience of accounting/bookkeeping/auditing
• Sound numerical skills
• Computer literacy - word processing/spreadsheet/database
• Ability to work independently, efficiently with problem solving ability and with commitment to meet deadlines
• Excellent communication and interpersonal skills
• Understanding of financial procedures and systems
Administrative Officer
As Administrative Officer you will be responsible for developing and maintaining a sound administrative system for the company.
The successful candidate should have:
• Experience of developing and maintaining filing and record keeping systems
• Ability to draft letters and take minutes
• Excellent computer skills - word processing, spreadsheet and database skills
• Fluent written and spoken English and Bangla
• Excellent communication and interpersonal skills
• Ability to work independently
All posts are offered on a fixed term one-year contract with possibility of further extension. Salary is negotiable and will depend on the skills, qualifications and experience of the candidate.
Application Forms, Job Descriptions, and Person Specifications are available from **Asia Urbs Sylhet Partnership Office, Sylhet Municipality Building, 4th Floor, Sylhet 3100, Phone & Fax-0821 722322, E-mail: sylpart@btsnet.net**
Candidates should send their application to the above address. Closing date for application is 2nd December 2001. Interviews will be held in December 2001.
Only short listed candidates will be contacted for interviews.
D-810

Mom and Dad are going for the Buffet Iftar at the Dhaka Sheraton. They're gonna take me too.

The holy month of Ramadan has come. Dhaka Sheraton has arranged a sumptuous Buffet Iftar for you. Come and enjoy our extensive array of traditional Iftar.
Delicacies include Sherbat, Juice, Soup, Halim, Salads, Nehari, Tehari, Kachchi Biryani, Peshwari Pullau, Vegetable Pullau, Vegetable and Prawn Cutlet, Chicken Boti Kebab, Morog Chapli, Samosa, Jeelabi, Panir Do Piazza, Butter and Kubli Nan, Beguni, Fried Gram, Mughlai Paratha, Kosha Beef, Fresh Fruit, Fruit Roshmalai, Cream Caramel, Pati Shapta Pitha and much more. (Iftar items change daily)
TK. 615
Take away Iftar box with traditional Iftar items is also available at a cost of **Tk. 440** only.
Who's taking care of you?
Dhaka Sheraton HOTEL
For reservation please call 861-1191 / 861-3391 Ext. - 8539
For Iftar parties contact our Catering Department at Ext. - 8694
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