

WANTED
A reputed Buying Company looking for Sr. Quality Controller/Technician at least 3-5 years Experience in Buying House and Multi Nationals. Must have knowledge in English. Please apply with resume and Contact Number at Fax # 9885072

TEACHER WANTED
WANTED IMMEDIATELY SOME TEACHERS FOR O' LEVEL / A-LEVEL ACCOUNTING, ECONOMICS & MATHS. SOME FEMALE TEACHERS OF ENGLISH FOR JUNIOR SECTION ARE ALSO URGENTLY NEEDED. PLEASE CONTACT :
DARLAND INTERNATIONAL SCHOOL & COLLEGE
MAIN BRANCH : HOUSE NO.-5, ROAD -11/2, BLOCK-B, MIRPUR, DHAKA. PHONE : 018-237099

CHIEF EXECUTIVE OFFICER
BAIRA Life Insurance Company Ltd. one of the most reputed names in the insurance sector is in need of a Chief Executive Officer to meet the ever-increasing challenge in the field of insurance. We are looking for a highly dedicated person of around 55 years of age with leadership qualities who can independently run the company's life insurance business i.e. underwriting/claims/re-insurance/accounts and all other related jobs.
The candidate should at least be a graduate with minimum 15 years experience in life insurance of which 5 years as a Head of Development Administration and also have sufficient experience in the field of life insurance as per Insurance Act, 1938. The position offers excellent remuneration for the deserving candidate.
If you can make a difference by accepting the challenge, please send your complete resume highlighting the achievements with a passport size photograph on or before 27th January 2004 to: **The Chairman**
BAIRA Life Insurance Co. Ltd.
5, Rajuk Avenue (11th Floor), Motijheel C/A, Dhaka-1000.

Tuition (O-A Level)
'O-A' Mathematics (ABDPMS) QP solve/Physics 2004/5 examinee are always preferable. An experienced English schoolteacher. Islam: 8127282, 018223722. 21/4 Tajmohal Rd. C-110

O/A Tuition
MATHS: A, B, P, Math, P(1-3), M(1-3), S(1-2) May 2004 examinee only. Highly experienced 5/11, B.D., Lalmitia, BH37, RR15, B.D., Banani. Ph: 018-255646, 8052481

Admission Going On
All Subjects O/A Level Coaching-2004 January & May Session. Highly Qualified and Experienced Teachers are engaged. Limited Seats. Morning Shift: 9 a.m. - 12 a.m. Afternoon Shift: 3 p.m. - 6 p.m. Con: I.T.D, H-50/B, Rd-131, Gulshan-1. Phone : 8821678, 018-244908

ATTENTION DIPLOMATES
We can supply all kind of Japanese, European used vehicles from Japan for your duty free import. Pls. Contact: RJL Ltd. Japan. Fax: 0594-25-2929. E-mail: delraj2@yahoo.com

Rent/Sale
Gulshan Commercial Space Ready. Rent/Sale 1st Floor 5000 sqft. 2nd floor 2350 sqft. at Gulshan Pladium Commercial Complex, Gulshan-2, Dhaka. 9883805, 018228898, 019350321 C-127

কোন চা খেয়েই তৃপ্তি পান না ?
ক্রোন চা খেয়ে দেখেন
চা শওয়ালেজ ক্রোন চা
সেরা বাগানের সেরা চা

CAREER IN USA
Looking for teachers in Math & Sciences to be employed in US schools.
Qualifications:
1) Fluent in spoken English.
2) Minimum of 3 years teaching experience.
3) At least Masters degree in Mathematics or Science.
Contact: Chronel Inc. 436 Red River Trail # 2115, Irving, TX 75063, USA
Chronelinc@yahoo.com Ph: 214-316-6404 D-45

CAREER OPPORTUNITY
A well-established Garments Group of Industries invites application from **CHARTERED ACCOUNTANTS**.
Candidates willing to work in non-smoking environment need to apply. Applicant should have minimum 3 years experience in handling Group Accounts of Commercial & Industrial Accounting based on computer system. Candidates having good command in English and working skills in Garments Sector Accounts will get preference.
Please apply to **GPO BOX # 2733, Dhaka-1000** or FAX # 88-02-9665409, 88-02-8613644 with recent passport size photograph, contact telephone # and c.v within 31 January 2004.

ন্যাশনাল ব্যাংক লিমিটেড
প্রধান কার্যালয় : ১৮ দিলকুশা বা/এ, ঢাকা।
সন্মানিত শেয়ারহোল্ডারগণের উদ্দেশ্যে
বিজ্ঞপ্তি
৩১শে ডিসেম্বর, ২০০৩ তারিখে সমগ্র বন্সকে ব্যাংকের মূলধন সংক্রান্ত যে তথ্য বিভিন্ন সংবাদ পত্রে প্রকাশিত হয়েছে সে সম্পর্কে সন্মানিত শেয়ারহোল্ডারগণ ও বিনিয়োগকারী এবং সর্বশেষ সকলের অবগতির জন্য জানানো যাচ্ছে যে -
১। ব্যাংক পরিচালনা মন্যাস/মুদ্যাস সম্পর্কে কোন বিজ্ঞপ্তি প্রকাশ করে নাই;
২। প্রকাশিত মন্যাস/মুদ্যাস অর্থাৎ পরিচালনা পর্ষদ কর্তৃক অনুমোদিত বা নিরীকৃত হয় নাই;
৩। মন্যাস/মুদ্যাসের অর্থাৎ নিরূপণ ও সন্দেহজনক ঋণের জন্য সর্ভিসি, নিবিবন্ধ সর্ভিসি, আয়কর ও অন্যান্য আবশ্যিকীয় সর্ভিসি রাখা হয় নাই;
৪। কতিপয় ক্ষেত্রে আবশ্যিকীয় সর্ভিসি সরেফনের পরে প্রকাশিত মন্যাস/মুদ্যাসের লোকসানে পরিণত হইতেও পারে।
এ বিজ্ঞপ্তি সিকিউরিটিজ এন্ড এক্সচেঞ্জ কমিশনের পত্র নং এসইসি/সিএফডি/৬১৮/৯৯-১০৮৮(৩) তারিখ, জানুয়ারী ০৭, ২০০৪ এর পরামর্শ অনুযায়ী প্রকাশ করা হলো।
কোম্পানী সর্ভিসি

From 7th to 14th January
STUDY IN UK
SPOT ADMISSION
WALK IN FOR INTERVIEW FROM 7th to 14th JANUARY TO COLLECT ACCEPTANCE ENROLLMENT LETTER
ADMISSION IN UK UNIVERSITY AFFILIATED COLLEGES
SPONSORSHIP-ALL CO OPERATIONS ARE OFFERED
CISCO International SEJAN POINT (5th FLOOR), 2 INDIRA ROAD (WEST OF FARMGATE OVER BRIDGE), FARMGATE, DHAKA-1205, PH: 9143800, 9144976, 8152257, MOB: 018171534, 018826516

TUITION FEES COMPARATIVELY MUCH LESS
NO APPLICATION FEES IF IELTS SCORE 5.5
SUB: Bsc, Msc, BBA, MBA, IT, ACCA, CIMA, IIB, LLB

15th & 16th January, 2004

Exhibition on
The latest Embroidery Technology
at Sheraton Hotel, Ball Room
Inaugurated by:
Mr. Barkatullah Bulu
Honorable Advisor, Ministry of Commerce (Chief Guest)
Mr. Quazi Moniruzzaman
President, BGMEA (Special Guest)
Organized by:
Naf Overseas (Pvt) Ltd.
Open for all

ASSISTANT COUNTRY DIRECTOR
with Concern Bangladesh
Concern is an international development agency with operations in 30 countries in Asia, Africa, Latin America and Eastern Europe and head office in Dublin, Ireland. Concern engages in long term development work, responds to emergency situations, and undertakes development education and advocacy on those aspects of world poverty which require national or international action.
Concern Bangladesh has for over thirty years been committed to working with, and for, the country's poorest people. In recent years Concern has strategically moved away from direct implementation programmes and service delivery and more towards facilitation of partners. Current programmes in Health, Education, Disaster Mitigation and Livelihood Security focus on poverty and on building the capacity of local communities, government organisations and non-government partners.
Concern Bangladesh is now inviting applications from capable, qualified, experienced and ambitious development managers for the position of **Assistant Country Director**.
Profile of the Position:
The Assistant Country Director is required to provide leadership in the design and development of programmes to effectively target poverty in line with the Concern Bangladesh strategy and Concern policies. In addition s/he will manage senior technical resources for the support, evaluation and continuous improvement of all programmes.
Duties & Responsibilities:
Strategic Programme Development
Manage the future programme development process in line with Concern Bangladesh strategy;
Provide leadership in the strategic direction for all current and future programmes;
Ensure that there is a strong link between Concern programme strategy and the issues at grass roots level;
Guide, monitor and support the proposal preparation in line with Concern Policy and Donor Requirements;
Support the Concern Bangladesh team in effectively utilizing the Concern Project Cycle Management systems and tools.
Technical Resource Management
Develop the technical resource team to provide effective support for current and future programme development;
In collaboration with the programmes ensure that effective external resources are recruited and allocated where necessary for assessments, evaluations and other programme development tasks (i.e. guide the Terms of Reference and ensure monitoring of activities and outputs).
Strategic Planning and Policy
Support the Strategic Planning process for Concern Bangladesh through regular review of progress towards strategic objectives;
Ensure that Concern Policies and Bangladesh Strategic Plan guide programme development and implementation;
Provide leadership in addressing technical issues and ensure that the organisation is up to date in best practices in all technical areas for the organisation programmes.
External Liaison
Liaise with key organisations, individual and networks in order to increase Concern's programme and organisational profile and impact at national level.
Requirement:
post graduate qualification, preferably in Development, or related discipline;
a minimum of five years senior management experience in development, with strong grasp of institutional and strategic development;
experience in leading multicultural teams and working with grass roots organisations;
experience of involving in strategy formulation, programme design, implementation, monitoring and evaluation;
articulate, excellent interpersonal skill, ability to represent Concern at national level and to produce reports of excellent professional standard.
Compensation:
Offers challenging career and attractive pay package commensurate with the level of responsibility.
We request the interested candidates to forward their brief resumés (maximum 4 pages), names and addresses of two referees to **Head of Human Resources, Concern Bangladesh, House 58, 1st Lane, Kalabagan, Dhaka - 1205** by **25 January 2004**. Resumé can be forwarded to suman@concernbd.org. Please write 'ASSISTANT COUNTRY DIRECTOR' on the envelope or in the subject column in case of email.

TO-LET
Gulshan, Banani, Baridhara
By service charge taka. 1000/- (after finalized) you (foreigners/Local) may hire a House/ Office. Total list of Vacant Houses, Apartments (with/ without To-Let sign) furnished & telephone) in our record. Ph: 9893392, 019-360990 (TEL)

To-Let
3-bed, baths, large drawing-dining 2200 feet independent one-storied corner house just vacated by foreigner is ready for rent. Tk. 17000 (fixed). House 34, Road 12, Sector 4, Uttara. Phone: 9332579/9339511 011-810431 C-126

Independent House To-let
at Baridhara from March
A most modern one-storied two-storied House of 6500 sqft. having 5 bedrooms, Drawing, Dining, kitchen & others. 2 staff rooms with bath & kitchen. 7 carparking space. For visit or details please contact: Ph: 0171-560880

Government of the People's Republic of Bangladesh
Office of the Project Director
Renovation, Reorganization and Modernisation of
Bangladesh College of Leather Technology
Hazaribagh, Dhaka-1209
Memo No.
BCLT/Project/Store/2003-04/973 Date: 08/01/2004
Corrigendum
Tender Notice No. BCLT/Project/Store/2003-04/973 dated 27-12-03 for Supply of Machinery and Equipment under group no-1
The tender documents will be available from 13-01-2004 to 20-01-2004 instead of 10-01-2004 to 17-01-2004. No tender document will be sold after 20-01-2004 instead of 15-01-2004. Tender will have to be dropped from 10.00 AM to 1.00 PM on 25-01-2004 instead of 22-01-2004.
All other terms and conditions shall remain unchanged.
Professor Dr Md Fazlul Karim
Project Director
DFP-637-11/01/04
G-30

DFID Department for International Development
An Equal Opportunity Employer
DFID Bangladesh British High Commission
Vacancy Announcement
Personal Assistant to Head of DFID
Department for International Development Bangladesh (DFIDB)

DFID Bangladesh is responsible for managing the UK's international development programme in Bangladesh, the main aim of which is the reduction of poverty. The programme includes significant support to strengthening the livelihoods of the rural poor, working with government, the private sector and NGOs. We now have a vacancy for a **Personal Assistant to the Head of DFID (Sub Band C1)**.
MAIN DUTIES/RESPONSIBILITIES:
Reporting to the Head of DFID Bangladesh, the Personal Assistant will:
● Manage the flow of information to and from the Head, both internal and external, and organising and managing the Head's information retrieval systems
● Prioritise & organise all communications, external and internal, (mail, e-mail, telephone, manuscript notes, discussions, etc.) for quick access and action
● Manage diaries, including arranging appointments, video conferences, travel arrangements, and organising papers/documents for meetings and travel
● Arrange DFIDB VIP visitors' programme
● Answer all telephone calls/enquiries and operate a screening system
● Take notes during meetings and typing [copy and audio typing] for the Head of DFIDB
● Log and track Parliamentary Questions and ministerial submissions and monitor deadlines for replies
PERSONAL SKILLS:
Candidates should possess first-class keyboard skills and IT application (Word, Excel and PowerPoint), have working experience of memo-scriber, be proficient in spoken and written English and Bangla, be assertive, a self-starter and have excellent organisational, communication and inter-personal skills.
QUALIFICATIONS AND EXPERIENCE:
The candidate should have at least 5 years experience of secretarial duties in a reputable organisation working to the senior staff of the office. The candidate should be a Graduate and preferably have undertaken formal secretarial training.
CONTACTS AND COMMUNICATIONS:
The selected candidate will be awarded a permanent contract based on satisfactory performance during a probationary period. A competitive salary and benefit package will be offered, taking account of the successful applicant's skills and experience. For a full job description and application form, please e-mail: dfidb-recruitment@dfid.gov.uk or contact at the Reception, **DFID Bangladesh, 10 Gulshan Avenue, Gulshan, Dhaka - 1212.**
Only applications made on the **DFID application form** and submitted in **hard copy** will be considered. These should be addressed to the **Human Resources Team** and arrive at the **DFIDB office** (in the given address above) by **Thursday (15:00 hour), 29 January 2004 at the latest** in an A4 size envelope. Please clearly mark as "**Personal Assistant to Head of DFIDB**" on the top left hand corner of the envelope. You should not fold the completed application form. Applications are welcome from all ethnic groups, women and disabled people. **Only short-listed candidates will be contacted for Assessment Process.**
Note: if you are requesting the Job Descriptions and Application Form electronically through e-mail, please write, **Personal Assistant** in the subject head of your e-mail (ensuring the spellings as suggested) and you will receive both papers automatically.
INVESTOR IN PEOPLE
<http://www.dfid.gov.uk>

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
Darul Ihsan University
www.diu.edu
Abode of Excellence
Faculty of Natural Sciences
Admission in First Semester
12th Batch
• B. Sc. (Engg.) in CSE
• B. Sc. (Engg.) in ICT
Duration : 4 Years in 8 Semesters
Admission Deadline
January 29, 2004
Eligibility
Minimum 2nd Div./C Grade/GPA 2.0 in SSC & HSC exams. or equiv. with Physics & Math.
OR
Minimum C grade in A-level exam. majoring in Math. & Physics
Key Features
• Faith based in philosophy.
• Broader outlook towards acquisition of knowledge.
• Devoted to bring out & nurture good qualities in human nature without imposing any ideology in particular.
Other Features
• Quality education through expert teachers
• Large Hardware & Software labs
• Modern audiovisual projection systems
• Broadband Internet facility
• E-learning features within Intranet
• Fairly large textbook library
• Awards, Stipend & Financial assistance
• Support for programming contest
• Separate Software Development Center
Office hours during admission :
9.00 am - 7.00 pm (Saturday - Thursday)
9.00 am - 12.00 noon (Friday)
Admission Office:
House 99, Rd. 11/A, Dhanmondi R/A
Dhaka-1209. Phone: 9133483, 9142445
Registrar