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United Commercial Bank Limited

Administration Division

Head Office, 60, Motijheel C/A., Dhaka

Career Opportunity in Credit Card Operation

To bring a new dimension in its excellent banking service United Commercial Bank Limited, a leading first generation bank in the private sector is going to introduce Credit Card soon. The Bank is looking for some experienced Executives/Officers for the Bank's proposed Card Division.

Requirements:

- * Master's degree in any discipline from any recognized University/Institute.
- * Minimum 2 (two) years-working experience in Credit Card operation.
- * Should have good computer knowledge.

An attractive compensation package will be offered to the right candidates.

Interested candidates are requested to send their applications with C.V. and a recent passport size photograph by 06.07.2004 to Vice President, Administration Division, United Commercial Bank Limited, Head Office, 60, Motijheel C/A, Dhaka-1000. The envelope should be marked "Credit Card".

Only short listed candidates will be called for interview.



EUROPEAN UNION

DELEGATION OF THE EUROPEAN COMMISSION TO BANGLADESH

VACANCY ANNOUNCEMENT

The Delegation of the European Commission in Dhaka, Bangladesh announces vacant positions for secretaries:

Job description

Under the supervision and guidance of the Head of Section, the Secretary will be expected to perform the usual secretarial duties, such as correspondence, telephone, follow up, monitoring, organisation of missions and meetings, setting up appointments, filing and coordination with the other secretaries of the Delegation. In addition, the Secretary's work includes the use of electronic information tools (Internet, Commission's Inter- and Intranet) to assist the officials in retrieving information. Finally, the Secretary will be requested to undertake any other assignment that may be requested in view of the efficient functioning of the Delegation.

Profile

Higher Secondary School Certificate (12th Class) equivalent to "A" level (Diploma from recognised secretarial institutes preferable).

Minimum 3 years of relevant working experience. Excellent knowledge of English and Bangla (knowledge of other languages, including official EU languages, an advantage but not a must). Must be dynamic, have a sense of initiative and be able to fit into a multicultural environment. Should be proficient in Word, Excel, Outlook, and Windows with knowledge of PowerPoint and Access. Candidates should not be older than 45 years on 01.01.2004.

A contract of employment will be concluded for a period of two years, subject to a successful completion of a 6-month probation period, with a possibility of extension for a further two years. Employment is expected to start during the third quarter of 2004. A competitive salary will be offered to the suitable candidate.

The European Commission is an Equal Opportunities Employer.

For further information on the EC Delegation in Dhaka see our website <http://www.eudelbangladesh.org>

Applications and detailed CVs, including copies of relevant diplomas and certificates, should be sent to the Head of Administration, Delegation of the European Commission, Road 84, House 7, 1212 Gulshan-2 (PO Box GN 6086) under sealed envelope marked with ref. "DO NOT OPEN - Application for secretary". The Deadline for receiving applications is 15 July 2004, 17h00.



SARKERS

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For 'A' Level

SARKERS OFFERS: Pure Maths, Physics, Chemistry, Biology, Mechanics, Statistics, Accounting, Economics, Business Studies, Conducted By Reputed School Teachers, Professionally Dedicated and Experienced Teachers.
Please Contact: 0173-067263 (T & T), 019-381937 (T & T).
H # 70/1 Floor, R # 21, Block # B, Banani.

Admission Open for session starting 1st July 05.

APARTMENT FOR RENT

A 3000 sqft. fully air-conditioned (6 split AC) apartment in Gulshan is available for immediate rent, featuring 4 bedrooms, 5 bathrooms, spacious drawing, dining, large kitchen plus pantry, kitchen verandah, maids room, toilet and two parking space. It is a uniquely designed and managed apartment building with 2 service stairs plus the main one, 2 lifts going up to the rooftop specially designed for holding big functions and parties. Please contact: 8850416/7 and mobile # 018-215547.

OFFICE SPACE FOR A BANK

A foreign bank is looking for 3000 to 5000 sqft 2 storied independent house/ground floor building in Dhanmondi beside the main road with adequate car parking space. Property owners are requested to send their details immediately to: Box No. D-13, C/o The Daily Star, 19, Karwan Bazar, Dhaka-1215.

Sale Brand New Car

Less than six month old Red Color Car (Saloon) Mitsubishi 2003 Lancer GL, 1300 CC, Model-GS1ASNDQR, SOHC ECI-Multi-16 Valve, 5 speed M/T, Made in Japan. Car Number: DAC-Metro-Kha-11-9896. Run only 10200-kilometer approx.

For Physical Verification of Car please contact: 0171-524584 [08:00 am to 11:00 am], Sealed tender is invited at Jahanara Manjil, G.P.Jha., House # 67/2, 5th Floor, Mohakhali Wareless gate, Dhaka 1212 through Courier only. No hand delivery. Tender will be opened on 3rd July 2004 and successful bidder will be intimated by 5th July 2004.

House TO-LET at GULSHAN

At Rd. 113, Single story 3600 sqft 4 bedroom house on 16,000 sqft plot with GREEN LAWN at the front & back. Attached service quarter & 2 garages. Diplomat / foreign tenants preferred. Call: 955 3305, 0171-521304, 0189-221441

ADMISSION IS GOING ON

AT

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SESSION-2004-2005

PLAY GROUP TO STD-V

HOUSE # 29, ROAD # 04

DHANMONDI R/A, DHAKA-1205.

PH # 8115489, 0171534731, 0172522615

C-1575



EXPRESSION OF INTEREST

The Comprehensive Disaster Management Programme (CDMP) is being executed by the Ministry of Food and Disaster Management (MFD) with financial assistance of UNDP and DFID. CDMP has a funding mechanism called the Local Disaster Risk Reduction Fund (LDRRF) which has been designed to support disaster risk reduction in high-risk zones by supporting local demonstration programmes, research, dissemination, advocacy and capacity building initiatives. The LDRRF is administered by the Policy, Programme and Partnership Development Unit (PPPDU) of the Ministry of Food and Disaster Management under the guidance of the LDRRF Approval Committee. The overall implementation period of the LDRRF is five years, with the disbursements of the LDRRF expected to be \$ 4,200,000.

The PPPDU is seeking expressions of interest from qualified consultants to perform a three-month consultancy for the LDRRF, primarily in the development of fund guidelines, financial management and accounting, including:

- Development of LDRRF guidelines for the PPPDU related to the establishment, initiation and evaluation of grant activities. Guidelines shall include the development of formats, policies and time lines related to the following implementation procedures:
- Procedures for the announcement of LDRRF request for applications,
- Procedures for receipt of applications and verification of approved applications for disbursement,
- Procedures for initiating requests for disbursement of funds from the LDRRF,
- Procedures for monitoring expenditures financed by the LDRRF,
- Procedures for monitoring the procurement of goods, works, and services, and
- Procedures for evaluating the performance and effectiveness of grant activities.
- Development of procedures to enable the LDRRF initiative to increase the participation of women in disaster mitigation and response activities and to increase awareness of gender and equity issues related to disaster management.
- Review prepared guidelines with an International short-term consultant and provide a joint presentation to the LDRRF Approval Committee for comments.
- Assist the International short-term consultant in the finalization of guidelines and ancillary materials and final presentation to the LDRRF Approval Committee.

Consultants shall also be requested to propose an off-the-shelf computer-based financial management system to control records and accounts that would produce financial statements adequate to reflect operations, resources and expenditures undertaken by implementing agencies.

Consultants are requested to provide evidence demonstrating competency to undertake this assignment through company profiles, brochures, description of similar assignments, evidence of staff (if application is by a consulting firm) in sufficient number and with the appropriate skills. Applicants should provide only a short (three-page maximum) note justifying their candidacy.

Submission of applications: Applications should be submitted in English and include a covering letter addressed to the National Programme Director, Comprehensive Disaster Management Programme (Attention: Chief Technical Advisor) Disaster Management and Relief Bhaban, 92-93 Mohakhali C/A, Dhaka. Clearly mark on the envelope of your submission, LDRRF CONSULTANCY. The deadline for receipt of applications is 17:00, July 7, 2004.

Only short listed consultants and firms will be contacted. Any attempt to influence the process of selection will result in immediate termination of the application.

TEACHERS REQUIRED

St. Joseph Higher Secondary School requires teachers for the following subjects:

Economics, Social Science, Logic. Applications are to reach the Principal by 30th June 2004. Candidates must have MA in respective subjects with Honours and no less than 2nd class in any level. Preference will be given to male candidates and those who have B.Ed or M.Ed

FLAT TO-LET

2,600 sqft with modern fittings (3rd Floor)
3 Bed Room, 2 Kitchen,
1 Drawing & Dining.

Contact:

House 14,
Road 30,
Gulshan 2
Phone: 831 1438,
0189 293 825,
0189 243 161

EXPERIENCE NO BAR !!!

Vacancies in a fast growing organisation in Asia. All stream energetic male/female graduates below 30 yrs of age to work as on-job management trainees in Dhaka. Start Taka 8000/- Party like atmosphere with excellent growth opportunities. Candidates may walk-in-with resumes between 12-4 PM on 26th, 27th, 28th, 29th, 30th June '04. 9th Floor, TK Bhaban, Karwan Bazar, Dhaka. C-1580

NEURAL

Admission Open From

PG to O' Level for 2004-05 Session

- Computer Subject must from Play Group
- Transport Facilities
- Eternal Value and Religion Subject
- Big Play ground
- NEURAL ISO 9001 : 2000 Certified

Office is open on
Friday & Saturday
9.00 am. to 5.00 pm.

NEURAL International School

House -4, Road -28 (Old), Dhanmondi R/A. Dhaka. Tel: 9138794, 8126348, 011-029253 0189-223658

EUROPEAN STANDARD SCHOOL (ESS) VACANCY

A. Few teachers are required for different classes for the following subjects:

- (1) English Literature (2) English Language (3) Mathematics (4) Bangla
- (5) Chemistry (6) Geography (7) Fine Arts (Female only) (8) Music (Female only)
- (9) Computer Studies (10) Physics (11) Biology

B. Administrative Officer (Female)

Requirements: (1) Candidates must be Graduate from Foreign Universities or Master Degree holders from Local Universities (2) Must be fluent in English (3) Two years' experience is preferred.

Qualified candidates are requested to apply with Curriculum Vitae mentioning expected salary & 2 copies of recent passport size photograph by Thursday, 1st July, 2004 at the address given below.

Only short-listed candidates will be called for a written test.

Those who applied before need not apply.

Management Committee
European Standard School (ESS)
House # 508, Road # 07, Dhanmondi R/A, Dhaka.

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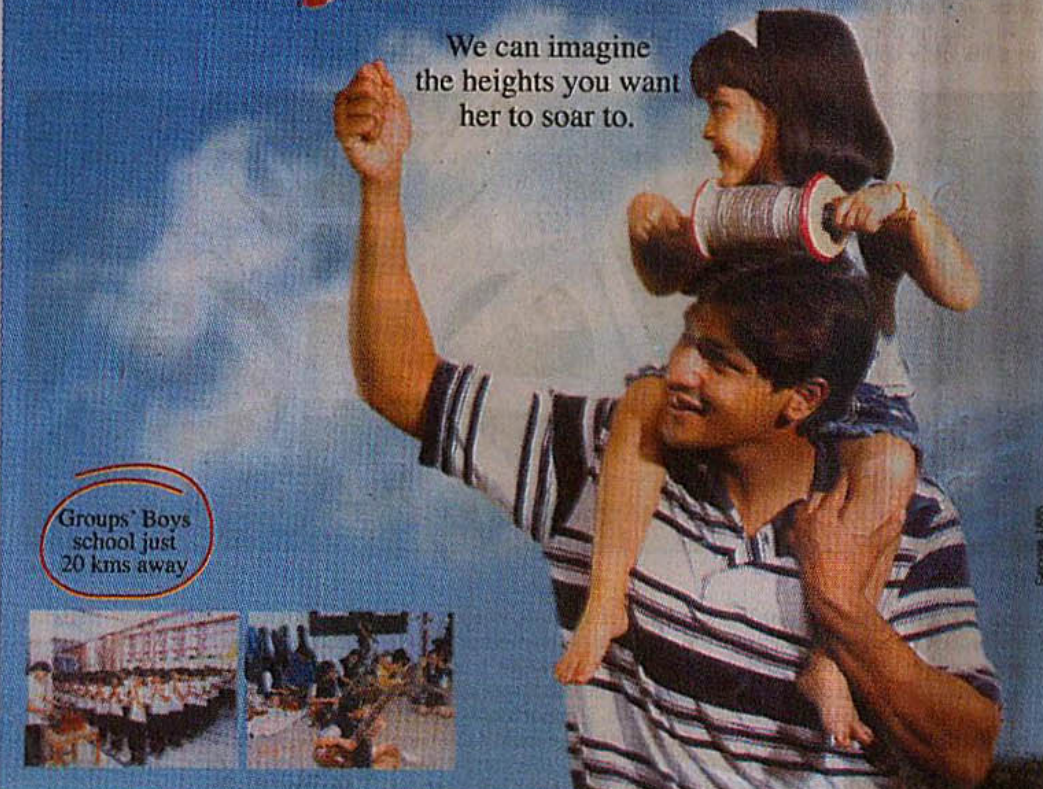


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Founded by B K Birla and Sarla Birla in 1991

Ashok Hall Girls' Residential School P.O. Majkhali 263652,

Dist. Almora (Uttaranchal), For further details contact:

Anita Dane: Ph: +91 05966 240449/0438 Fax: +91 05966 240326

Kolkata: Miss Singh Ph: +91 033 22471271; Delhi: Mr Mehta +91 011 25769991

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B K BIRLA GROUP OF COMPANIES

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