

Vacancy Announcement

Business Development Officer

The South Asia Enterprise Development Facility (SEDF) is a multi donor program, managed by IFC South Asia Department.

SEDF is seeking a Business Development Officer to join its Financial Markets Group who will contribute in various programs to improve access to Finance for Small and Medium Enterprises (SMEs) including Technical assistance and training to Financial Institutions.

The job will be for an initial period of two years (renewable) with a probation period of one year. The incumbent will be based in Dhaka.

The Role

- Structure, implement and evaluate the intervention programs of SEDF. These can be, but are not limited to, assistance with Diagnostics, Organizational Development/Human Resource Management, MIS, System Assistance, New Products and Services Assistance, Sales and Marketing Assistance, IT usage, both within the assisted financial institutions and within the SME clients referred to by the financial institutions.
- Monitoring the performance of client financial institutions during and after SEDF's interventions with them with emphasis on the increase in access to credit to SME clients in terms of quantity and quality of loans of the financial institutions.
- Develop a strong working relationship with the assigned financial institutions in order to influence them to provide financing and other services to SMEs in Bangladesh.
- Assist SEDF to obtain increasingly high level of program cost recovery and ensure close and effective collaboration and linkages with other SEDF, IFC and other donor programs.

The Qualifications & Experiences

- Masters in Business Administration, Finance or related areas.
- 5+ years hands-on experience in Credit Management, preferably in International Commercial Banks.

The Competencies/Skills

- Good understanding of banking/financing concepts.
- Strong analytical capacity to draw conclusions from data.
- A team player who is familiar with working in a multi-disciplinary team consisting of local and international staff and consultants.
- Familiar with socio-economic development issues in Bangladesh.
- Sensitive to cultural differences and effective in building work relations with clients and colleagues.
- Effective in both written & verbal communications in English.
- Strong computer skills.

Remuneration

Competitive package will be offered, depending on qualifications and experience.

Applications

- All applications will be treated in strict confidence.
- To apply please forward a full Resume with a recent passport size photograph by August 22, 2004 to:

MONOWER ASSOCIATES

Management and HR Consulting

Bilquis Tower (3rd floor), 6 Gulshan North C/A, Dhaka- 1212
Tel: 8825100, 8825074 & 9882321, Fax: 8825086,
E-Mail: masso@citech-bd.com, Internet: www.mass-hr.com.

Only short-listed candidates will be contacted.

CAREER OPPORTUNITY

Legal Education & Training Institute (LETI) of Bangladesh Bar Council is looking for suitable candidates for the following positions.

- Project and Finance Officer** having adequate experience in preparing project, budget, conducting financial monitoring, preparing financial reports to be submitted to the Government body and donors. High-level proficiency in English and excellent communication and computer skills necessary.
- Research Officer** having LL.M with research ability and aptitude/Master's degree in English language with proficiency in spoken & written English and computer literacy with research/teaching experience.

Attractive salary for suitable candidates. Send application with CV and one passport size photograph within **September 07, 2004 to: "The Director, Legal Education & Training Institute (LETI), Bangladesh Bar Council, Bar Council Building, 3, Shahid Captain Mansur Ali Sarani, Ramna, Dhaka-1000."** Only short listed candidates will be called for interview.

Admissions for Fall-04

- BBA
- BSc. in CSIT
- BSc. in CSE
- BA in English
- BS in Economics
- MBA (Evening)
- MBA (Executive)
- MSc. CS (Evening)
- BSc. in Hotel MGT and Tourism (Subject to approval of UGC)
- BSc. in Env. Dev. and Urban Planning (Subject to approval of UGC)
- Master of Bank MGT. (Subject to approval of UGC)
- Master of Science in Library Management and Information Science (Subject to approval of UGC)

Stipend and Jobs available

Students appeared at the HSC/A-Level Examinations Can also apply

Please contact for further information:
Registrar's Office
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For details: Information desk of MIU (including Friday)

Tel: 8817525, 9862251, 9893226 Mobile: 0189-245895

Fax: 9862226, E-mail: admission@manarat.org

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