


**WORLD HEALTH ORGANIZATION
VACANCY NOTICE: BAN/BCT/IDA-NCV/2004/17
DATE OF ISSUE: 16 September 2004**

TITLE: National Programme Coordinator (Safe Blood Transfusion)
GRADE: Special Services Agreement (SSA) for 10 months
OFFICIAL STATION (COUNTRY): Dhaka, Bangladesh
ORGANIZATIONAL LOCATION/UNIT: WRO, Bangladesh
Purpose of the assignment: Coordinate all activities of the Safe Blood Component under the HIV/AIDS Prevention Project through IDA Credit Number 3441 BD.

- DUTIES:**
- Under the guidance of WHO Representative and the direct supervision of WHO Medical Officer/NPO, the incumbent will provide technical support to the Line Director, NASP & SBTP and the Programme Manager.
 - Strengthen GOB capacity for programme planning, implementation, monitoring and evaluation.
 - Make operational plan/work plan and acquaint with economic reforms of GOB system, develop periodical progress report of project implementation, and keep liaison with the implementing authority.
 - Plan phase wise approach to project implementation and interventions and ensure that the critical institutional steps are in place.
 - Initiate training programme schedule, budgeting, developing curriculum.
 - Monitor the centers and make progress report for the timely organization of the scheduled programme.
 - Assist in the planning of workshops and seminars.
 - Strengthen the mechanism for collaboration and coordination within and between government, the non-government sector, development partner agencies and other stakeholder.
 - Ensure sound programme reporting procedures.
 - Make the procurement plan for equipment, kits and furniture for the proposed centers.
 - Review and prepare the specification of the equipment.
 - Make liaison with the different agencies for smooth procurement and installation of the equipment.
 - Make liaison with the agencies for smooth delivery of kits, distribution to the centers and making effort for timely clearance of the kits from warehouse.
 - Make all types of correspondence for the project.
 - Perform any other task(s) as assigned by the WHO Representative/Line Director/Programme Manager.

QUALIFICATIONS REQUIRED:
Education and Skills: MBBS with post graduate degree in Blood Transfusion
Experience: Working experience in Blood Transfusion for 5 years. Working experience in National HIV/AIDS or Safe Blood Transfusion Programme for 3 years in management or institution building in programmes of similar nature either in GOB, private or in the NGO sector.
Knowledge, abilities & skills, including personal qualities & human relationships: Training and facilitation skills are preferable. Able to travel extensively all over the country.
Languages required and the level & nature of their use: Good Knowledge of both written and spoken English is required. Computer skill using MS word, Excel, Power-Point.

Current annual salary: Tk.720,000/- per annum plus applicable allowances.
Applications should be transmitted in two copies quoting vacancy number.
Closing date for applications: 30 September 2004.

NOTE:
Applicants should submit a brief resume of their relevant experience and other qualifications together with completed personal history form and give reasons for being suitable for the post. A Personal History Form and detailed vacancy notice can be downloaded from www.who.int or can be obtained from WHO. Applicants are advised to send their applications by registered mail to: The WHO Representative, House No.12, Road No.7, Dhanmondi R.A., Dhaka -1205. A written test and a computer software skill test using MS Office will be held only for the short listed candidates. We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.

D-954


**WORLD HEALTH ORGANIZATION
VACANCY NOTICE: BAN/BCT/IDA-NCV/2004/18
DATE OF ISSUE: 16 September 2004**

TITLE: National Consultant (Voluntary Blood Donation)
GRADE: Special Services Agreement (SSA) for 10 months
OFFICIAL STATION (COUNTRY): Dhaka, Bangladesh
ORGANIZATIONAL LOCATION/UNIT: WRO, Bangladesh
Purpose of the assignment: Provide technical support to strengthen voluntary blood donation in the Safe Blood component of the HIV/AIDS Prevention Project through IDA credit Number 3441 BD.

- DUTIES:**
- Under the guidance of WHO Representative and the direct supervision of WHO Medical Officer/NPO, the incumbent will provide technical support to the Line Director, NASP & SBTP and the Programme Manager for strengthening the voluntary blood donation programme.
 - Prepare GO-NGO collaborative programme protocol/ criteria for voluntary blood donation and IEC campaign.
 - Assist the designated centers in developing database donor register.
 - Assist the centers in developing planning for out door campaign.
 - Assist in organizing motivational programme for L1 and L2 centers.
 - Assist GO-NGO/blood donor organizations to organize blood collection programme.
 - Develop strategies for blood collection.
 - Assist in activation of local transfusion committee; organize regular coordinating meeting for monitoring and evaluation of clinical practice of blood transfusion.
 - Assist Line Director in making organized activities and make work plans for activities.
 - Assist Line Director to prepare all kind of progress reports.
 - Update the functional status of activities of 98 centers.
 - Assist the international consultant in preparing the Guide line and document.
 - Assist the other team members in conducting training activities.
 - Assist in preparation of the monitoring and evaluation tools for Safe Blood Transfusion.
 - Undertake any other task(s) as and when assigned by the WHO Representative/Line Director/ Programme Manager.

QUALIFICATIONS REQUIRED:
Education and Skills: MBBS with post graduate degree in Blood Transfusion
Experience: Working experience in Blood Transfusion for 5 years. Working experience in National HIV/AIDS or Safe Blood Transfusion programme for 3 years or in programmes of similar nature either in GOB, private or in the NGO sector.
Knowledge, abilities & skills, including personal qualities & human relationship: Training and facilitation skills are preferable. Able to travel extensively all over the country.
Languages required and the level & nature of their use: Good Knowledge of both written and spoken English is required. Computer skill using MS word, Excel, Power-Point.

Current annual salary: Tk.720,000/- per annum plus applicable allowances.
Applications should be transmitted in two copies quoting vacancy number.
Closing date for applications: 30 September 2004.

NOTE:
Applicants should submit a brief resume of their relevant experience and other qualifications together with completed personal history form and give reasons for being suitable for the post. A Personal History Form and detailed vacancy notice can be downloaded from www.who.int or can be obtained from WHO. Applicants are advised to send their applications by registered mail to: The WHO Representative, House No.12, Road No.7, Dhanmondi R.A., Dhaka -1205. A written test and a computer software skill test using MS Office will be held only for the short listed candidates. We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.

D-955


**WORLD HEALTH ORGANIZATION
VACANCY NOTICE: BAN/BCT/IDA-NCV/2004/19
DATE OF ISSUE: 16 September 2004**

TITLE: National Consultant (Blood Transfusion Quality Assurance)
GRADE: Special Services Agreement (SSA) for 10 months
OFFICIAL STATION (COUNTRY): Dhaka, Bangladesh
ORGANIZATIONAL LOCATION/UNIT: WRO, Bangladesh
Purpose of the assignment: Provide technical support to Blood Transfusion Quality Assurance under the Safe Blood Component of HIV/AIDS Prevention Project through IDA Credit Number 3441 BD.

- DUTIES:**
- Under the guidance of WHO Representative and the direct supervision of WHO Medical Officer/NPO, the incumbent will provide technical support to the Line Director, NASP & SBTP and the Programme Manager for strengthening of Quality Assurance to the Blood Transfusion and Laboratory Services.
 - Conduct phase wise quality control of serology and blood screening for the designated centers and prepare the guideline for prevention of transfusion hazards in the hospital setting.
 - Monitor blood transfusion centers and prepare the report on the quality assurance monthly.
 - Assist the centres to establish the quality control of testing kits, serology.
 - Update blood screening compilation report and feed back to the national DATA.
 - Assist in implementation of scheme for quality monitoring of blood and blood components in L1 centers
 - Assist in survey of kits.
 - Prepare the allocation list for kits distribution.
 - Conduct training on SOPs.
 - Undertake any other task(s) as assigned by the WHO Representative/ Line Director/Programme Manager.

QUALIFICATIONS REQUIRED:
Education and Skills: MBBS with post graduate degree in Blood Transfusion
Experience: Working experience in Blood Transfusion for 5 years. Working experience in running National level Laboratory and conducting quality assurance programme. Working experience in National HIV/AIDS or Safe Blood Transfusion Programme for 3 years or in programmes of similar nature either in GOB, private or in the NGO sector.
Knowledge, abilities & skills, including personal qualities & human relationships: Training and facilitation skills are preferable. Able to travel extensively all over the country.
Languages required and the level & nature of their use: Good Knowledge of both written and spoken English is required. Computer skill using MS word, Excel, Power-Point.

Current annual salary: Tk.720,000/- per annum plus applicable allowances.
Applications should be transmitted in two copies quoting vacancy number.
Closing date for applications: 30 September 2004.

NOTE:
Applicants should submit a brief resume of their relevant experience and other qualifications together with completed personal history form and give reasons for being suitable for the post. A Personal History Form and detailed vacancy notice can be downloaded from www.who.int or can be obtained from WHO. Applicants are advised to send their applications by registered mail to: The WHO Representative, House No.12, Road No.7, Dhanmondi R.A., Dhaka -1205. A written test and a computer software skill test using MS Office will be held only for the short listed candidates. We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.

D-956

**BRITISH COUNCIL 70TH ANNIVERSARY
1934 - 2004**

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Late Registration

**Saturday 18 September
from 10:00am -3:00 pm**

**GENERAL ENGLISH
IELTS PREPARATION
CHILDREN'S ENGLISH
BUSINESS ENGLISH**

Courses: 19 Sept - 11 Nov 2004

British Council Teaching Centre

Dhanmondi: 754b Satmasjid Road
Dhanmondi, Dhaka-1205
Tel: 911 6171, 911 6545, 914 5557-8, Fax: 811 6554

Chittagong: 77/A East Nasirabad, Chittagong
(Behind Chittagong Shopping Complex)
Tel: (031) 657884-6 Fax: (031) 657881

British Council: 5 Fuller Road, Dhaka-1000
Tel: 861 8905-7, 861 8867-8, Fax: 861 3375

e-mail: learnenglish@bd.britishcouncil.org

www.britishcouncil.org/bangladesh



Save the Children

Sweden-Denmark

Vacant Position: IT Officer

Save the Children Sweden-Denmark is a leading international NGO working to create a better world for children. Its mandate is the UN Convention on the Rights of the Child and vision is a world in which all children's rights have been fulfilled. We are a part of the International Save the Children Alliance, which works for a world where all children's rights have been realized.

Save the Children Sweden-Denmark (SCSD) is seeking for one qualified person as **IT Officer** for its Bangladesh office in Dhaka.

The **IT Officer** will work with the HR & Admin. team while taking entire responsibility of SCSD IT management.

More specifically, the person will be responsible for:

- Foreseeing networking and IT planning
- Maintaining internal networking system including monitoring internet uses
- Ensuring security and maintenance of data, mails, network, hardware and software
- Troubleshooting - software, hardware & network
- Ensuring internet services and upgrading of hardware and software
- Developing IT capacity of employees
- Developing databases as required
- Developing & managing web pages for SCSD.

Qualifications:

The successful candidate must have:

- Masters in any relevant field with a diploma in any computer related subject or bachelor degree in computer science.
- A minimum of 4 years hands-on experience on networking and software application
- Working knowledge on exchange server, mail management, data and communication security, web pages and electronic infrastructure.
- Excellent familiarity with Microsoft Office.
- Basic knowledge on hardware maintenance
- Attitude to work in a team.

Save the Children Sweden-Denmark is an equal opportunity employer. Candidates with disabilities are highly encouraged to apply provided they fulfill qualifications. For applying, candidates must be willing to agree to follow the Save the Children Child protection policy (available on request from the office or through email scsd@scsd-bd.org)

The consolidated monthly gross salary will be **Tk.22,000-25,000** depending on competencies in addition to other admissible benefits as per SCSD policy.

Interested candidates who fulfill the above requirements are requested to submit their detailed bio-data mentioning 3 references along with a cover letter and a recent passport size photograph to: **The HR & Administration Manager, Save the Children Sweden-Denmark, House 9, Road 16, Gulshan 1, Dhaka 1212 on or before September 26, 2004.**

Any persuasion will disqualify the candidature. Only short listed candidates will be invited for interview. Please write the position applied for on the top of the envelope. **Visit our web-site: www.rb.se.**



তিতাস গ্যাস ট্রান্সমিশন এন্ড ডিস্ট্রিবিউশন কোম্পানী লিমিটেড

(পেট্রোবাংলার একটি কোম্পানী)

১০৫, কাজী নজরুল ইসলাম এভিনিউ

কাওরান বাজার বাণিজ্যিক এলাকা, ঢাকা-১২১৫

পিএবিএফ ফোন নং-৮১১২১৩৫-৪২, ৮১১২১৬৭-৬৮, ফ্যাক্স-৮৮০-২-৮১১৩০৩১

গ্যাস সংযোগ বিচ্ছিন্নের বিশেষ বিজ্ঞপ্তি

- বিল খেলাপি এবং অবৈধ গ্যাস ব্যবহারের কারণে শিল্প, বাণিজ্যিক এবং আবাসিক গ্রাহকের গ্যাস সংযোগ বিচ্ছিন্নের বিশেষ অভিযান পরিচালিত হচ্ছে।

- সংযোগ বিচ্ছিন্ন এড়ানোর জন্য অবিলম্বে হালনাগাদ গ্যাস বিল পরিশোধ করার জন্য এবং পরিশোধিত বিলের কপি গ্রাহকের নিজ আগুনায়া/বাসায় সংরক্ষণ ও কোম্পানীর পরিচয়পত্রধারী সংযোগ বিচ্ছিন্নকারী দলকে দেখানোর জন্য সম্মানিত গ্রাহকবৃন্দকে অনুরোধ জানানো যাচ্ছে। প্রতিকার প্রকাশিত এই বিজ্ঞপ্তি চূড়ান্ত বলে গণ্য হবে এবং খেলাপি গ্রাহকের সংযোগ বিচ্ছিন্নকরণের পূর্বে আর কোন নোটিশ প্রদান করা হবে না।

- সংযোগ বিচ্ছিন্নকারী দলের প্রত্যেকে নিজ নিজ পরিচয়পত্র ধারণ করবে। বকেয়া আদায়ের স্বার্থে সংশ্লিষ্ট সম্মানিত সকল শ্রেণীর গ্রাহকবৃন্দের সহযোগিতা একান্তভাবে কামনা করা যাচ্ছে।

আপনার রান্নার কাজ শেষ হয়ে থাকলে
একুনি গ্যাসের চুলাটি নিভিয়ে ফেলুন

তিতাস/জনসংযোগ-২৪/০৪-০৫
জিডি-৫৫৪

তিতাস গ্যাস কর্তৃপক্ষ

**Take ownership
of your career
&
Explore
multinational
opportunities**

Manager, Medical Products:

This is a mid level management position having to lead a performance oriented team to ensure achievement of financial targets in medical product sector and accomplish all market and sales development activities of medical products including new applications and introduction of new medical products in the company product portfolio. The candidate should ideally be an Electrical / Electronic graduate engineer having around seven years of experience in a large national or multinational organization preferably in the similar position with successful track record. An additional degree of MBA will be considered as added advantage.

Manager, Packaged Chemicals:

This is a mid level management position having to lead a performance oriented team to ensure achievement of financial targets in packaged chemical sector and accomplish all market and sales development activities of packaged chemical products including new applications and introduction of new packaged chemical products in the company product portfolio. The candidate should ideally be a graduate engineer having around seven years of experience in a large national or multinational organization preferably in the similar position with successful track record. An additional degree of MBA will be considered as an added advantage.

Customer Relations Officer (Welding):

Deals with marketing, sales, distribution and after sales services of different welding electrodes products & equipment to the customers. Provides full satisfaction to all customers through product availability, delivery, complaint handling, customer satisfaction survey etc. The candidate should ideally be a Mechanical / Chemical / Electrical / Industrial Engineer, computer literate and have the ability to communicate well in Bangla and English. Candidate should be ready to work anywhere in Bangladesh and travel extensively. Work experience in any multinational or well reputed large manufacturing organization will be considered as an added advantage.

Customer Relations Officer (Medical):

Deals with marketing, sales, distribution and after sales services of different gases products, medical gases, medical equipment and medical devices to the customers. Provides full satisfaction to all customers through product availability, delivery, complaint handling, customer satisfaction survey etc. The candidate should ideally be a Mechanical / Chemical / Electrical / Industrial Engineer, computer literate and have the ability to communicate well in Bangla and English. Candidate should be ready to work anywhere in Bangladesh and travel extensively. Work experience in any multinational or well reputed large manufacturing organization will be considered as an added advantage.

Maintenance Engineer (Welding):

This is plant based job where the incumbent will be responsible for maintaining and updating process capability of machines and equipment, establish maintenance system to have minimum breakdown with a view to achieving optimum efficiency of the Electrode Factory, as well as leading and guiding the operatives. Being physically fit to work in shifts (morning, evening and night) in a factory located away from the city, the candidate should be Graduate in Electrical/Electronics, computer literate and have the ability to communicate well in Bangla and English. Work experience in any multinational or well reputed large manufacturing organization will be an added advantage.

Safety Audit Officer:

The job requires to audit and investigate safety, health, environment and quality practices of the company against compliance of rules, regulations, policies, practices and furnish with analyses, appraisals and recommendations concerning the activities reviewed with a view to promoting and ensuring safe work environment. The candidate should ideally be a Mechanical / Electrical/Chemical graduate engineer having 2/3 years of experience preferably in a large national / multinational manufacturing organization. Candidate should be computer literate, proficient in communication both in Bangla and English, ready to work anywhere in Bangladesh and willing to travel extensively throughout country.

Candidates for all the above positions should have high academic and service track record with required experience and initiatives to improve business further, demonstrating passion to win with commitment and continuously push the boundaries of performance. All positions offer career prospect in the company with attractive compensation package.

'Do you think you have got what it takes to help make a difference?'

If so, please send a detailed Curriculum Vitae with a recent passport size photograph to the HR Department, BOC Bangladesh Ltd. GPO Box No.56, Dhaka -1000 marking the position applied for on the envelop in bold letters latest by **27th September, 2004**

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