



Metropolitan Chamber of Commerce and Industry, Dhaka

## Job Opportunities

1. **Computer Operators**

The candidates must have good word processing speed, both in Bangla and English and have at least 5 years' working experience having the skill to prepare presentations for power-point, etc.

2. **Accounts Assistants**

The candidates must have a minimum educational qualification of B.Com. and at least 5 years' working experience in accounts with good hand-writing. Applicants should apply in own hand-writing.

Attractive emoluments and other service benefits will be offered to the selected candidates.

Applicants must apply with full bio-data and recent passport size photograph to The Secretary-General, Metropolitan Chamber of Commerce and Industry, Dhaka, "Chamber Building" (4th Floor), 122-124, Motijheel C.A., Dhaka-1000 by the 25th September, 2004.



## Department of Civil &amp; Environmental Engineering

Shahjalal University of Science & Technology  
Sylhet-3114, Bangladesh

PABX: 0821-713491/714479/713850 (Ext 169)  
Fax : 880-821-715257, Email: [cee@sust.edu](mailto:cee@sust.edu)

No CEE-154/Re-ten/07(02)/03-04

Date: 16/09/2004

## Re-Tender Notice for supply of Material Testing Equipment

Sealed tenders are hereby invited from genuine and experienced suppliers (having valid trade license, experience certificates, tax identifications number (TIN), solvency certificate from any schedule bank) for supply of Material Testing Equipment to Department of Civil & Environmental Engineering (CEE) of Shahjalal University of Science and Technology as per specifications described in the tender schedule. Offers must be submitted marking the tender number and items at the top of the envelope.

Tender schedule incorporating terms and conditions may be purchased with a cash non-refundable amount of Tk 300.00 (three hundred) from Sonali Bank, Shahjalal University of Science & Technology Branch, Sylhet or Pubali Bank, Karwan Bazar Branch, Dhaka on formal request in tenders letterhead pad addressed to concerned manager of the bank up to October 10, 2004 during banking hours. Tender should be dropped in the tender box placed in the office of the Treasurer, Administration Building-II of the University at Sylhet by 12:00 Noon on October 11, 2004. Offers shall be opened at 12:10 PM on the same day in presence of the bidders (if any).

All tenders must be accompanied by an earnest money amounting to 2.5% of the total quoted price in the form of Bank Draft/Pay Order from any scheduled bank in favour of Shahjalal University of Science & Technology, Sylhet without which the tender shall be rejected.

The University authority reserves the right to accept or reject any or all tenders in part or in full without assigning any reason.

Head

Department of Civil & Environmental Engineering  
SUST, Sylhet

GD-573

## Looking for a CHIEF OPERATING OFFICER (COO)

A multi-disciplinary IT software solutions and consultancy company is currently looking for a self-driven and result oriented, experienced IT person to act as its Chief Operating Officer (COO).

The COO will have overall responsibility to ensure better financial position of the company and increased turn over and will have to lead the firm in all aspects of business development, system development, project management and implementation, quality assurance and human resource management. S/he should have more than 10 years hands on local and international experience in IT business development and marketing management. S/he will devise IT marketing plans and direct marketing for GOB projects, donor funded projects and international projects; will develop and monitor marketing campaigns and develop new strategies and ideas for commercial products; will pursue international partner organizations for participating in local tenders. S/he will be responsible to develop quality IT project proposals for GOB, donor and local organizations; will lead the product and software development department in providing quality project related technical support. S/he will be responsible to oversee multiple projects, monitor implementation progress, resolve the technical issues and take corrective actions to meet deadlines and, particularly, quality requirements. Will also provide senior and junior technical specialists with the support and guidance required concerning the technical aspects of their deliverables; will be responsible for maintaining overall work standards and evaluating employee performance and administer incentives, rewards and maintain discipline.

A person with demonstrated success in developing and executing strategies for business development plans for business expansion and proven experience in guiding or managing organizational business and marketing practices may apply within 15 days of publication of this advertisement. A highly attractive industry competitive salary package within the range of BDT 30,000-40,000 or more, plus a result based bonus package and an excellent working environment will be offered to the really deserving candidate commensurate with his/her prior experience and other relevant skills. Interested person(s) having the requisite qualifications should apply with a detailed resume, and a recent passport size photograph at the following address: The Advertiser, Box No A-189, C/o The Daily Star, 19, Karwan Bazar, Dhaka-1215.



## Headquarters

Bangladesh Coast Guard  
DOHS, Baridhara  
Dhaka-1206

17 Bhadra 1411

Tender No. Log-167/Part-1/2996

01 September 2004

## Tender Notice

1. Tenders in sealed cover are invited in local currency from enlisted suppliers (those registered under VAT-8 Form as procurement provider/manufacture) for purchase of 28 line sports items stated in tender schedule for Bangladesh Coast Guard.
2. Tender schedule with necessary terms & conditions can be collected from Coast Guard Headquarters on any working day during office (0900-1300) hours. List of sports items shall be provided with tender schedule. Sale price of tender schedule is Tk 450/00 (four hundred fifty) only (non-refundable). The last date of selling tender schedule is 28 September 2004. The last time of receiving tender is 29 September 2004 up to 1200 hours. Date of opening tender schedule by the committee in presence (if any) of tenderers is 29 September 2004 at 1230 hours.
3. Tender in two copies addressed to Director General, Coast Guard should be submitted in sealed cover. Tender No & date should be superscribed on the envelope. Total price should be quoted beside unit rate. The lowest tenderer in the tender shall have to submit sample of items within 03 days.
4. Authority, Bangladesh Coast Guard reserves the right to accept/reject any or all tenders without assigning any reason.

MA Gaffar

Commander BN  
for Director General

DFP-22040-8/9

G-797

## Career Opportunity

Prime Bank Limited is searching for energetic and skilled professionals for various positions to join the Head Office team. The required qualification and experience against each position is mentioned below.

## Head of Card

a) **Academic Qualification** : Masters in any discipline/MBA.

b) **Experience** : Candidates should have worked in credit card operations for at least 3 years with Visa or MasterCard and familiar with credit card authorization/settlement, charge back procedure statutory and other reporting, edit package, monitoring transactions. Candidates should also have an understanding of credit card accounting. The position requires at least 16 years experiences in a Bank/Financial Institution.

c) **Age Limit** : Not above 45 years.

## Head of Finance

a) **Academic Qualification** : M.Com (Finance/Accounting)/MBA/FCA/FCMA.

b) **Experience** : At least 5 years' working experience in Finance Department of any Bank/Financial Institution with total 16 years' banking or Financial Institution experience. Job requirement for the position would include preparation and monitoring of Annual Budget, analyzing the financial results, handling corporate tax issues with NBR, preparation of Bank's Annual Accounts and communicate relevant MIS to senior management.

c) **Age Limit** : Not above 45 years.

## Officers for Retail Banking

a) **Academic Qualification** : Masters in any discipline with no 3rd class/division.

b) **Experience** : The candidate having 6-10 years working experience and practical exposure in Retail/Consumer Banking with an excellent marketing background.

c) **Age Limit** : Not above 35 years.

## Audit &amp; Inspection Division (Senior Vice President)

a) **Academic Qualification** : Masters (Finance and Accounting)/MBA(Finance & Banking)

b) **Experience** : The candidate must have 18 years' experience in banking of which 3-4 years should be in audit & inspection. The ideal candidate must be efficient, skilled, hard working and ready to work different locations of the Bank for audit purpose. The candidate having exposure in Credit and Foreign Exchange will be given preference.

c) **Age Limit** : Not above 48 years.

## Officers for Audit &amp; Inspection

a) **Academic Qualification** : Masters (Finance and Accounting)/MBA (Finance & Banking).

b) **Experience** : The candidates must have minimum 3-5 years' experience in banking of which 2 years should with Credit and Foreign Exchange portfolio. The ideal candidates must be hard working and willing to work in different locations of the Bank for audit purpose. The candidates having exposure in audit and inspection will be given preference.

c) **Age Limit** : Not above 35 years.

## Muraqib

a) **Academic Qualification** : The candidate should have a Kamil degree in Fiqh with 1st class and at least 2nd Division/Class in all previous examinations.

b) **Experience** : The candidate should have 6 years experience in Islamic Banking of which preferably 2 years should be as Muraqib.

c) **Age Limit** : Not above 35 years.

Position, salary and benefits are negotiable, but applicant is encouraged to mention his expectation.

Application with full Bio-data along with attested copies of all educational certificates, two recent passport size photographs, contact telephone number etc. should reach the Vice President, Prime Bank Limited, Human Resources Division, Head Office, 119-120, Motijheel C/A, Dhaka-1000 within 30th September, 2004.

The applicant should mention the post applied for on the top of the envelop.



**Prime Bank Limited**  
a bank with a difference

Head Office: 119-120 Motijheel C/A, Dhaka-1000, Tel: 9567265 Ext. 225, E-mail: [hro@prime-bank.com](mailto:hro@prime-bank.com), [info@prime-bank.com](mailto:info@prime-bank.com), [www.prime-bank.com](http://www.prime-bank.com)



## VACANCY ANNOUNCEMENT/RE-ADVERTISEMENT

BGD/99/G31-Coastal and Wetland Biodiversity Management Project



Applications are invited from the Bangladeshi nationals for the following four Grass-roots level positions (National Professional Project Personnel) under UNDP-GEF funded project entitled BGD/99/G31-Coastal and Wetland Biodiversity Management Project (CWBMP). The overall objective of the project is to establish and demonstrate an innovative system for management of Ecologically Critical Areas (ECAs) that will have a significant and positive impact on the long-term viability of the country's globally significant coastal and wetland biodiversity resources at Cox's Bazar and Hakaluki Haor. The Department of Environment (DOE) is implementing the project. This project is aimed at supporting DOE efforts to operationalize the ECA concept at the project sites (4 ECAs). This demonstration is intended to create important opportunities for replication in coastal and freshwater wetlands as well as other ECAs and ecosystems in the country. The positions are :

1. **Community Development Officer (3 posts)**2. **Wildlife Conservation Officer (1 post)**A. **General Tasks of NPPPs**

Professional positions at Grass-roots Level are responsible for implementing the project objectives guided by a multidisciplinary team of senior professionals. They will provide technical expertise in the conceptualization, promotion, development, negotiation and operationalisation of planned activities in their respective area of specialization based on field situation analysis. They will work closely with regional and local community, local government, community based organizations, educational and cultural institutes at the community level to implement strategies. They are the frontline professionals who implement the project vision and mission under direct guidance of the Mid Level Experts to ensure participatory approach and team spirits.

Common tasks involved are: stakeholder analysis through participatory rural appraisal for sustainable natural resource management in general and biodiversity in particular; establish baseline data/information at the grassroots level on biodiversity and natural resource use; monitoring spatio-temporal changes with project intervention; introducing eco-friendly agriculture practices, organic agriculture, and IPM/ICM; obtaining primary data from grassroots levels; organize training/workshops for the rural people; responsible for awareness campaign; conducting environmental impact assessment that actively seeks solutions to problems, and disseminates the information; coordinate effectively with diverse range of counterparts/stakeholders; initiate collaborative biodiversity oriented activities of implementing partners of the project; and perform any other duties assigned by the project authority. For these Grass-root level NPPPs posts, excellent analytical and communication skills (written and spoken) in English and Bangla, and computer literacy is a must.

1. **Community Development Officer (3 posts)**

Duration : 60 person months each

Duty Station : Cox's Bazar or Kulaura

**Terms of Reference** : The Community Development Officer will be responsible for: motivating, mobilizing, and involving community members in organizing and developing support for the interdisciplinary Project teams; developing a detailed protocol to institutionalize village conservation groups (VCGs) and village conservation centres (VCCs) for the implementation of guidelines on biodiversity resource conservation and use, sustainable and eco-friendly IGAs, and local problem identification and solutions for coastal and wetland resources management; monitoring of socio-economic parameters; liaising and reporting regularly with PMU, recommending further development of project strategy; and performing any other ECA management duties assigned by NPD, BME, NPC, or other senior project team member.

**Salary** : Tk. 14,000 - Tk. 17,000 (based on experience), all inclusive. Appointments would be on contract basis for initial period of 6 months probation, with thereafter one-year renewable contracts subject to satisfactory performance, up to the project period.

## Minimum Qualifications and Experience for Community Development Officer

- o Advanced University Degree with honors in Social Sciences/Economics/Sociology/Environmental Sciences/ Rural Development/Social welfare, or related discipline having training and experience in PRA, socio-economic /stakeholder analysis & Logical Framework Approach.
- o At least 3 years relevant work experience in participatory approach community mobilization, or for rural development works, in the area of evaluating social and economic factors, analyzing collected data and feasibility studies to give socio-economic input in the project implementation on will be an added qualification.
- o Self-motivated with initiative; social and inter personal skills with clear and engaging communication; able to draft clear and concise written material and reporting; equipped with institutional and social skills in understanding community-based development.
- o Keeps up-to-date with technical knowledge in his/her field, adaptable to multicultural and multidisciplinary team of experts and willingness to drive motorbike to undertake intensive field works in the coastal/wetland areas under pressure and stressful situation.
- o Demonstrated ability to conduct and facilitate training, organize workshops, and interact with local government and a diverse range of counterparts and other stakeholders is mandatory.

2. **Wildlife Conservation Officer (1 post)**

Duration : 60 Person months

Duty Station : Cox's Bazar / or Kulaura

**Terms of Reference** : Wildlife Conservation Officer will be responsible for: motivating, mobilizing, and involving community members in supporting/promoting and developing wildlife resources; developing location-specific wildlife conservation plans, making recommendations for project activities on wildlife sanctuary management, and improving conditions for biodiversity through wildlife conservation and management, eco-friendly wildlife habitats management, and wildlife diseases identification and solution; developing an effective methodology for the active participation of people in wildlife conservation; preparing an effective awareness programme; sharing of knowledge of EIA with the project management and concerned authority and community; liaising and reporting regularly with PMU, recommending further development of project strategy; and performing any other ECA management duties assigned by NPD, BME, NPC, or other senior project team member.

**Salary** : Tk. 14,000 - Tk. 17,000 (based on experience), all inclusive. Appointments would be on contract basis for initial period of 6 months probation, with thereafter one-year renewable contracts subject to satisfactory performance, up to the project period.

## Minimum Qualifications and Experience for Wildlife Conservation Officer :

- o Advanced University Degree with honors in Wildlife Ecology / Zoology (specialization in wildlife) or closely related discipline.
- o At least 3 years relevant work experience in Wildlife ecology and conservation, with Wildlife field surveys and Wildlife management techniques, including sustainable use; experience of Wildlife conservation partnership with local community an asset.
- o Self-motivated with initiative; social and inter-personal skills and able to draft clear and concise written material and reporting.
- o Keeps up-to-date with technical knowledge in his/her field, adaptable to multicultural and multidisciplinary team of experts and willingness to drive motorbike to undertake intensive field works in the coastal/wetland areas under pressure and stressful situation.
- o Demonstrated ability to conduct and facilitate training, and interact with local government and a diverse range of counterparts and other stakeholders is mandatory.

## Submission of Application :

Applications should be submitted in English and should include Curriculum Vitae to be addressed either to:

BGD/99/G31-CWBMP  
C/o - UNDP  
14th Floor (UN Common Reception)  
IDB Bhaban, Agargaon, Dhaka-1207

Or

BGD/99/G31-CWBMP  
C/o - Human Resource Section  
UNDP, GPO BOX 224  
Dhaka-1000

Closing date: 3 October, 2004.

Please mention the Post and Duty Station applied for on the top of the envelope. Incomplete applications will not be considered. Only short listed candidates will be contacted. Women are especially encouraged to apply. Any attempt to influence the process of selection will result in cancellation of the application.