

ADMISSION 2005-2006
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Admission Going on from Play Group to 'A' Level. Provision for Computer from P.G. to 'A' Level. Creative Learning Progress. Approved Lab. Transport available on demand.

Senior Section
 House # 50, Road # 8/A, Dhanmondi, Dhaka-1209
 Phone : 8127203

Junior Section
 House # 19, Road # 13/A, Dhanmondi, Dhaka-1209
 Phone : 9125119

JEEP & MERCEDES BENZ FOR SALE

(1) PAJERO V6 (GDI) 99/2002, 3500 CC, 59081 km. Running Interior full leather, Full Option.
 (2) MERCEDES BENZ, Model-94, 94A Registration, 3000-CC, Full Option, Gear Marvel, Original Colours 6 cylinder-D, 59941 km Running. House # 9, Road # 18, Gulshan-1, Dhaka. (Behind TAT) Phone : 9880884

Good News for Ladies
 Lacquer pols, re-coating your new/old any wooden or veneer board furniture, door, window, hotel, restaurant and wooden house. Lacquer pols is 100% salt water, sunlight, hit, chemical resistance. Home service Italian Lacquer team. 018-757-0899 (TAT) C-1354

IUBAT—INTERNATIONAL UNIVERSITY OF BUSINESS AGRICULTURE AND TECHNOLOGY

FACULTY SEARCH

IUBAT has vacancies in *senior, mid and junior* level teaching positions in the areas of *business administration, electrical & electronic engineering, computer science & engineering, nursing and tourism & hospitality management*. Applicants for senior and mid level positions must have PhD in relevant discipline from reputed foreign university along with professional experience and publications. Applicants for junior positions should have Masters degree or equivalent from recognized university preferably from abroad.

Attractive remuneration offered to qualified candidates.

Application with all supporting papers and a recent photo should be sent to the Registrar by June 20, 2005 by mail or at jobs@iubat.edu

Registrar
 4 Embankment Drive Road, Sector 10
 Uttara Model Town, Dhaka 1230
 Phone: 896 3523-27, 0174 014933, 892 3469-70, 891 8412
 Fax: 892 2625, info@iubat.edu www.iubat.edu

STUDENT OPTIONS FOR COLLEGE

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 email: bluejayconsulting@gmail.com

UNICEF WOULD LIKE TO CONGRATULATE

ALL THIS YEAR'S WINNERS OF THE MEENA MEDIA AWARDS.



UNICEF would also like to announce the 2006 Meena Media Awards on March 15th, 2006.

Submission close December 31st, 2005.

All submissions must advance the rights and issues of children in Bangladesh.

- Categories:**
- Print**
 - Under 18 Award*
 - Short form - published material less than 500 words
 - Long Form - published material more than 500 words
 - Electronic**
 - Under 18 award*
 - Short form - broadcast material less than 10 minutes duration
 - Long form - broadcast material longer than 10 minutes duration
 - Folkmedia**
 - Under 18 award*
 - Short form - performed material less than 20 minutes
 - Long form - performed material more than 20 minutes

* Under 18 awards apply to persons who are under 18 years of age as of 31st December, 2005.

For more details & an application form visit www.unicef.org/bangladesh/media.html



BRITISH COUNCIL

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OPEN DAY

Saturday 4th June, 2005 from 9:00 am to 6:00 pm at Dhaka British Council Teaching Centre and Chittagong British Council

Opportunities offered on this special day

- Discounted placement test for Teaching Centre English Courses
- Library and Exam information
- PASS (Professional Advisory Service for Students) to study in the UK assisting with applications and visa processing
- Advisors from 4 UK Educational Institutions will be present
- Get Banglalink facilities from their stall

Come in at any time to reserve a place for the placement test and check your level of English

Next courses starting from 12 June - 8 August 2005
 Registration : 8, 9, 12 & 13 June 2005
 (Dhaka, Sylhet 9.30 am - 4.30 pm, Chittagong 11.00 am - 7.00 pm)

For Further Details:
 Dhanmondi: Tel: 911 6171, 914 5557-8 Fax: 811 6554
 Head office: Tel: 861 8905-7, 861 8867-8
 Chittagong: Tel: (031) 657884-6 Fax: (031) 657881
 Sylhet: Tel: (821) 814925 Fax: (821) 814924
 e-mail: learnenglish@bd.britishcouncil.org

Sponsored by **acmit**, **Alpha-1 Consultants Ltd.**

NAVANA GROUP

Career With NAVANA

GENERAL MANAGER (HUMAN RESOURCES)

NAVANA GROUP is one of the largest business groups and sole distributor of TOYOTA and HINO brand automobiles in Bangladesh. NAVANA GROUP, also a fast growing conglomerate involved in diversified activities in various areas like Product and Project Marketing, Construction and Real Estate Business, International Trading and Distributorship, Textiles, Consumer Foods, Health and Medical Equipments, IT Sector etc. The Group has already kept significant presence in the market share of these entire business sectors.

With the vision to expand the business with the contribution of a qualified team and through systematic approach in future NAVANA is looking for a professional **General Manager (Human Resources)** as a Head of HR Division and also as a member of strategic business team. The incumbent jobholder will require fulfilling the following:

Requirements:

- MBA with major in Human Resource Management,
- Minimum 12-15 years hands on experience in HR field from renowned and professionally managed company preferably a multinational,
- Able to organize the Division independently with good leadership quality,
- Strong communication and interpersonal skill,
- Proficiency in English language,
- Good computer knowledge with software application,
- Ready to work under pressure and stress,
- Minimum age requirement is 40 years.

The position reports directly to the CEO of the Company. Salary and other benefits will be attractive depending on the merit of the candidate. Candidates fulfilling the above requirements may apply in confidence with updated resume and a recent color photograph within 10 days marking the name of the position on the top of envelope to the following address : **Director, Navana Group, Navana Toyota 3S Centre, 205-207, Tejgaon I/A, Dhaka-1208.**

www.navana.com

Ring Bangladesh
 An Orascom TELECOM Subsidiary

Ring is a Subsidiary of Orascom Telecom, a leading regional service provider and logistics company. Ring is expanding its activities in the Middle East, Africa and Asia and is seeking professionals within various fields for its company in Bangladesh, Ring Distribution (Pvt.) Limited (Ring Bangladesh).

COMMERCIAL

Marketing Supervisor Ref.CO1
 Develop marketing strategies for products & implement marketing goals to ensure market share & profitability. Maintain close with & understands customers needs. Prepare business forecasts, plans & commercial proposals for products.

QUALIFICATIONS & EXPERIENCE:
 University degree in related field (MBA is a must)
 5-7 years of experience in the same field. (Preferably in telecommunication).

Distribution Manager Ref.CO2
 Responsible for developing and executing marketing plans and programs, both short and long range, to ensure the profile growth and expansion of company products. Manage the distribution channel. Continuously evaluate effectiveness of sales force in meeting customer demand and expectations.

QUALIFICATIONS & EXPERIENCE:
 University degree in related field (MBA is a must)
 5-7 years of experience in the same field. (Preferably in telecommunication).

Distribution Supervisor Ref.CO3
 Responsible for assigned dealers' sales quota as assigned by the company. Expand dealers' base in all geographical areas. Monitor and prepare dealers offers.

QUALIFICATIONS & EXPERIENCE:
 University degree in related field (MBA is a plus)
 3-5 years of experience in the same field. (Preferably in telecommunication).

Sales Support Manager Ref.CO4
 Develop all the processes, available systems and procedures for all sales channels. Setup proper standers, POS, materials, scripts, proper product. Ensure that products and services are available at all sales channels and include proper distribution, storage, cash reports, refunds, checks and cash change.

QUALIFICATIONS & EXPERIENCE:
 University degree in related field (MBA is a must)
 5-7 years of experience in same fields. (Preferably in telecommunication).

Corporate Sales Supervisor Ref.CO5
 Manage creation and implementation of Corporate Services plans, programs, procedures, and budgets. Participate in developing corporate division's main objectives, plan and budget.

CUSTOMER OPERATIONS

Customer Support Manager Ref.OP1
 Responsible for planning, organizing and coordinating customer service department activities. Manage the implementation process and procedures of customer services. Make occasional/random/periodic courtesy calls for existing corporate customers to ensure satisfaction with service provided.

QUALIFICATIONS & EXPERIENCE:
 University degree in related field (MBA is a must)
 5-7 years of experience in the same field. (Preferably in telecommunication).

Customer Service Representative Ref.OP2
 Receive calls from customers to answer their queries, solve their problems and provide solutions. Document cases that need follow up and transfer them to entitled personnel.

QUALIFICATIONS & EXPERIENCE:
 University degree in related field (MBA is a plus).
 1-3 years of experience in the same field. (Preferably in telecommunication).

ACCOUNTING & FINANCE

Accounting Manager Ref.AF1
 Responsible for managing accounting staff and company's accounting practices. Review and approval of month end statements. Preparation of monthly management reports. Approving the addition and changes to the chart of accounts.

QUALIFICATIONS & EXPERIENCE:
 CMA qualified or Masters in Accounting/Finance.
 Minimum 7-10 years of experience.

HUMAN RESOURCES & ADMINISTRATION

Human Resource Manager Ref.HR1
 Responsible for implementing HR strategies as directed by the company. Develop and implement a broad range of activities in the areas of recruitment, training and compensation & benefits. Responsible for undertaking projects relating to the formation, development and implementation of HR policies.

QUALIFICATIONS & EXPERIENCE:
 University degree (MBA is a must).
 5-7 years of experience of HR field.

Training Manager Ref.HR2
 Responsible for the preparation of training needs assessment for all staff, design the training toolkit, contact and maintain good relationship with the training vendors and carry on sessions for all departments in accordance with the training plan.

QUALIFICATIONS & EXPERIENCE:
 University degree (MBA is a must).
 5-7 years of experience of HR field.

Recruitment Manager Ref.HR3
 Responsible for the preparation of the annual manpower plan according to approved budgets. Manage the recruitment process, manage recruitment team in order to reach the company's future challenges related to Human Resources policy.

QUALIFICATIONS & EXPERIENCE:
 University degree (MBA is a must).
 5-7 years of experience of HR field.

Administrative Assistant Ref.HR4
 Responsible for issuing all type of documents and reports. Prepare and follow up on the expenses claims of the department. Prepare and follow up on the travel arrangements for all department employees. Organize and update the filing system, Manage all department correspondence.

QUALIFICATIONS & EXPERIENCE:
 University degree
 5-7 years of experience

ACCOUNTING & FINANCE

Accounting Supervisor Ref.AF2
 Responsible for Preparation of month end financial statement, Preparation of month end files i.e. consideration of month end reconciliation's.

QUALIFICATIONS & EXPERIENCE:
 Master in Accounting/Finance.
 Minimum 4-7 years of experience.

Tax Supervisor Ref.AF3
 Follow up and control on all sales and income tax issues, Preparation of employee's income tax and social tax payment.

QUALIFICATIONS & EXPERIENCE:
 Master in Accounting/Finance.
 Minimum 4-7 years of experience in taxation and corporate tax offices.

Accountant Ref.AF4
 Responsible for controlling the defereent accounts. Preparation of month and reconciliation. Processing of vendors invoices, credit notes and payments, Processing of all assets additions, disposals, depreciation, amortization and disposal.

QUALIFICATIONS & EXPERIENCE:
 Master in Accounting/Finance.
 Minimum 2-4 years of experience in any of the following fields is must: Account payable, receivables, cash management, budgeting & planning and taxation.

INFORMATION TECHNOLOGY

IT Operations Manager Ref.IT1
 Responsible for 24 hours data centre operations, application servers' administration and database administration. Liaison with IT equipments vendors.

QUALIFICATIONS & EXPERIENCE:
 BSC/MSC in computer engineering or similar degree.
 7+ years experience in UNIX and Oracle administration and line management in a data centre environment.

Project Manager Ref.IT2
 Analyze business requirements, design and implement solutions, liaise with application vendors and manage project teams and lifecycles.

QUALIFICATIONS & EXPERIENCE:
 BSC/MSC in computer engineering/Computer Science.
 5+ years experience in one or more of the following: Billing and OSS, CRM, ERP, web technologies, data-warehousing and decision support systems.

Please send detailed CV within 4 weeks to:
hr@ringbangladesh.com
 Please mark the job title & ref. in the subject of the e-mail
 Only matching candidates will be contacted for interview.
Visit : www.ringbangladesh.com