

FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS (FAO)

VACANCY ANNOUNCEMENTS

The Food and Agriculture Organization is recruiting national professionals and support staff to assist in implementing the recently approved National Food Policy Capacity Strengthening Programme (NFPCSP) which will be implemented in collaboration with the Ministry of Food and Disaster Management (MoFDM) and with the support of the European Commission and USAID. The NFPCSP seeks to strengthen Bangladesh's capacity to plan, monitor and assess the comprehensive National Food Policy (NFP), to improve inter-ministerial collaboration and coordination in implementing NFP, to improve the quality and quantity of food security related research within civil society and to encourage enhanced dialogue within civil society and between civil society and the government on food security programmes. The five year NFPCSP was approved on 1 August 2005 and will be completed on 31 July 2010, with Phase I finishing on 31 July 2008. This announcement concerns vacancies for Phase I of the Programme.

A seven-member Technical Assistance Team (TAT) co-located with the Food Planning and Monitoring Unit (FPMU) in the MoFDM and consisting of four international and three national professionals will provide advice and assistance to the policy analysts in the FPMU and associated Ministries and to the food security researchers in civil society. The national professionals to be recruited will be food security policy analysts or researchers with experience in assessing programmes designed to enhance economic access to food, physical and social access to food, or the utilization of safe and nutritious food. The TAT will be supported by a computer manager, a data manager, a secretary, four drivers and two office assistants. The TAT will serve under the direct supervision of the Team Leader, the Chief Technical Advisor (CTA).

In addition, the NFPCSP provides for a Research Grants Administrator (RGA), a National Programme Administrator (NPA), finance and accounts assistants, a secretary, a driver and an office assistant. The RGA will manage the research grants activities under the direct supervision of the CTA and the NPA, under the supervision of the CTA, will ensure the provision of administrative and financial services on all aspects of the Programme.

Full post descriptions for the five national professional positions (up to NO-3) and the support staff may be obtained at the FAO office at House #37, Road #8, Dhanmondi Residential Area, Dhaka. Candidates having the required qualifications and experience for the professional, computer manager, data manager or secretary positions may apply in the prescribed Personal History Form (PHF) available at the FAO office, or downloaded from <http://www.fao.org/VA/adm11e.dotalong>. Driver/Messenger and Messenger/Office Assistance/Cleaner may apply only with detailed CV, recent photograph (two copies) and copies of certificates.

All things being equal, women candidate will get preference. The level of remuneration will be as per UN guidelines approved for the project. Applications should be addressed to the FAO Assistant Representative (Operations), FAO Representation in Bangladesh, House # 37, Road # 8, Dhanmondi Residential Area or P.O. Box 5039 (New Market), Dhaka indicating the name of the position applied for on the envelop. Application must be received in the FAO Representative office on or before 25 November 2005.

As per the FAO recruitment policies, any form of persuasion or any attempt to influence at any step of the selection process by unsolicited interventions in favour of a particular candidate will result in the automatic disqualification of the recommended candidate.

Economic Access Advisor

The primary role of the successful applicant for this position will be to provide advice and assistance to the GoB policy analysts and civil society researchers who are analyzing or researching policies and programmes to improve economic access to food. Formal training and experience in applying policy analysis tools and research methods to measure the impact and cost effectiveness of activities designed to improve economic access to food is essential. A Masters degree in economics, agricultural economics, development economics, policy analysis or other relevant field is essential and formal training to the Ph.D. level is desired. The years of relevant experience of the successful candidate will determine the NO grade level, which can be up to NO-3.

Physical and Social Access Advisor

The primary role of the successful applicant for this position will be to provide advice and assistance to the GoB policy analysts and civil society researchers who are analyzing or researching policies and programmes to improve physical and social access to food. Experience in applying policy analysis tools and research methods to measure the impact and cost effectiveness of activities designed to ensure access to food for the chronically food insecure and vulnerable as well as the temporary food insecure in the aftermath of natural disaster is essential. A Masters degree in sociology, economics, development economics, agricultural economics or a related discipline is essential and a Ph.D. is desired. The years of relevant experience of the successful candidate will determine the NO grade level, which can be up to NO-3.

Utilization (Safe and Nutritious Food) Advisor

The primary role of the successful applicant for this position will be to provide advice and assistance to the GoB policy analysts and civil society researchers who are analyzing or researching policies and programmes to ensure safe and nutritious food. Experience in applying policy analysis tools and research methods to measure the impact and cost effectiveness of activities designed to ensure safe and nutritious food is essential. Formal training in gender issues and gender awareness background is desired. A Masters degree in food safety, nutrition, development economics, economics, agricultural economics or a related discipline is essential and a Ph.D. is desired. The years of relevant experience of the successful candidate will determine the NO grade level, which can be up to NO-3.

Research Grants Administrator

The Research Grants Administrator (RGA) will manage the administrative activities associated with the research grants programme, under the direct supervision of the Chief Technical Advisor (CTA). The RGA will serve as the Member-Secretary of the Research Grants Panel (RGP) and will be responsible for preparing the agenda and ensuring the appropriate actions are taken to implement the RGP decisions, including overseeing the accounting for and reporting on research grant funds. Formal training to the Masters level in a discipline that requires completion of courses in research design, research methods, sample survey design, statistical methods and measurements and experience in research grants administration are essential. At least 10 years of research and/or research grants administration experience is required, as is excellent written and oral communication skills in English and Bangla. The incumbent may be appointed up to the NO-3 level.

National Project Administrator

The National Project Administrator (NPA) will ensure the provision of administrative and financial services for the Programme, under the direct supervision of the CTA. The NPA will supervise the clerical and administrative staff engaged in the provision of all administrative and financial services, including personnel, finance, registry, procurement and transport, and in response to requests from the CTA will prepare commitment requests for action by the Budget Holder. The successful candidate should have a Master degree in Public or Business Administration or other relevant subject and have at least 10 years of relevant experience. Experience in managing the provision of financial and administrative services for field projects is desired. The incumbent will be appointed up to the NO-3 level.

Computer Manager

The Computer Manager will be responsible for the establishment and maintenance of the computer system in the FPMU, including the development and administration of the network and website and for ensuring updating of required information system software and hardware. The Computer Manager must have a university degree in computer science or related field, at least five years of relevant experience and demonstrated ability in designing and administering a web-based computer system and in XHTML, JavaScript and CGI programming. The incumbent will serve at Level 6. The Computer Manager will work under the direct supervision of the CTA.

Data Manager

The Data Manager will design, implement and support web-oriented and off-line database applications and ensure appropriate use of quantitative and qualitative methods and information needed for food security policy analysis and monitoring. The Data Manager must have a university degree in computer sciences, statistics, econometrics or a related field with at least five years of experience in database support for statistical analysis and comprehensive database development and management. The Data Manager will work under the direct supervision of the CTA in providing support to the policy analysts. The incumbent will serve at Level 6.

Finance Assistant

The Finance Assistant will provide accounting and financial services for the Programme under the direct supervision of the NPA. S/he will monitor cash flows to ensure that sufficient funds are available and will ensure the maintenance of accounts and the preparation of payment documents and expenditure reports. The Finance Assistant must have an advanced university degree in commerce/accounting/finance and additional formal training in accounting or finance is desired. At least six years of progressively responsible accounting or finance experience, including with international organizations, is required. The incumbent may serve at the GS-6 level.

Accounts Assistant

The Accounts Assistant will assist and report to the finance assistant in providing accounting and financial services for the Programme, with primary responsibility for the maintenance of Programme accounts. The Accounts Assistant must have an advanced university degree in commerce or accounting with at least five years of progressive experience in accounting. The incumbent may serve at the GS-5 level.

Secretaries

The Secretary for the TAT will work under the direct supervision of the CTA and will provide secretarial services to the CTA and the other professional members of the TAT. S/he will be responsible for maintaining the registry of the programme. The incumbent will have the benefits associated with a Level 4 position.

The Secretary for the FAO-B support staff will provide secretarial services under the direct supervision of the NPA to the RGA, the NPA and the other members of the administrative and clerical staff. The incumbent will have the benefits associated with a GS-4 position.

Those selected for these posts shall possess a university degree and have proven computer skills in MS-Word, MS-Excel and Power Point and be fully familiar with modern office procedures. At least five years experience and fluency in written and spoken English and Bangla is required.

Drivers

The drivers will perform standard driver duties, including the maintenance of the vehicles, keeping log books, transporting authorized personnel, collecting and delivering communications. They must have at least primary level education and possess a driver license. At least two years experience as a driver with a safe driving record and knowledge of Bangla and English are required. Driving experience with an international organization is desired. They work under the overall supervision of the CTA and the immediate supervision of the NPA in providing services to the professional officers to whom they are assigned.

Office Assistants

The Office Assistants will keep the offices clean and in proper order, collect and deliver communications, operate copying machines and provide other services as required. A secondary level education with the ability to communicate in English and Bangla are essential. At least two years experience, preferably with an international organization, is desired.

IN THE SUPREME COURT OF BANGLADESH HIGH COURT DIVISION (STATUTORY ORIGINAL JURISDICTION)

MATTER NO. 147 OF 2005

IN THE MATTER OF :

An application under Section 12 read with Section 13 of the Companies Act, 1994.

AND

IN THE MATTER OF :

Central properties Limited.....Petitioner Versus The Registrar, Joint Stock Companies.....Respondent

Notice is hereby given that an application under section 12 read with section 13 of the Companies Act, 1994 has been filed before the Hon'ble High Court Division of the Supreme Court of Bangladesh for confirmation of amendment of object clause of the Memorandum of Association of the aforesaid petitioner. Upon hearing, the Hon'ble Court was pleased to admit the application on 20-10-2005 and fixed the matter on 17-11-2005 for hearing.

Any one else interested in the matter may appear before the Hon'ble Court on the date fixed for hearing either personally or through duly appointed Advocate. Copy of the petition may be obtained from the undersigned on payment of prescribed fees.

A S M Abdur Razzaque Barrister-at-Law Advocate, Supreme Court of Bangladesh For : LEE KHAN & PARTNERS Suite # 5/3, City Heart (4th Floor), 67, Naya Paltan, Dhaka-1000



প্রধান প্রকৌশলী (যাঃওঃ) এর দপ্তর

মংলা বন্দর কর্তৃপক্ষ

মংলা, বাগেরহাট

নিলাম বিজ্ঞপ্তি

নিম্নবর্ণিত অকোজো ও ব্যবহার অনুপযোগী মালামাল নিলামে বিক্রয়ের জন্য সীলমোহরকৃত দরপত্র আহ্বান করা যাচ্ছেতঃ :-

০১।	তহবিলের উৎস	প্রযোজ্য নহে।
০২।	দরপত্র প্যাকেজ নং	মবক/ডিসিই(এমএন্ডই)/৬১/২০০৫
০৩।	দরপত্র আহ্বানের সূত্র ও তারিখ	মবক/ডিসিই(এমএন্ডই)/৬১/২০০৫ তাঃ-২৫-০৯-০৫
০৪।	দরপত্রের নাম	মংলা বন্দর কর্তৃপক্ষের কেন্দ্রীয় জাগার ও নৌ কনসারভেশনী বিভাগ হইতে প্রাপ্ত এবং যান্ত্রিক ও তড়িৎ জাগারে রক্ষিত অকোজো/ব্যবহার অনুপযোগী মালামাল নিলামে বিক্রয়।
০৫।	কার্য সম্পাদনের সময়	কার্যক্রমের হ্রাসের ১৫ (পনের) দিনের মধ্যে মালামাল গ্রহণ করিতে হইবে।
০৬।	যোগ্যতাসম্পন্ন দরদাতা	আমরাই ফ্রেটা/প্রকৌশলী।
০৭।	দরপত্রের মূল্য	৫০০.০০ (পাঁচশত) টাকা অক্ষরযোগ্য।
০৮।	বায়নার টাকা	৬০.০০ (ষাট) লক্ষ টাকা।
০৯।	যে সকল দরদরমুহে দরপত্র পাওয়া যাইবে	(১) প্রধান প্রকৌশলী (যাঃওঃ) এর দপ্তর, মংলা বন্দর কর্তৃপক্ষ, মংলা, বাগেরহাট। (২) গিয়াজো কর্মকর্তা, মবক এর বিশালাপার, ৮/৬, সেজন বাগিচা, ঢাকা। (৩) নির্বাহী প্রকৌশলী (বি-৪), মংলা বন্দর কর্তৃপক্ষ, বাগিচাপুর, খুলনা।
১০।	যে সকল দরদরমুহে দরপত্র গৃহীত হইবে	প্রধান প্রকৌশলী (যাঃওঃ) এর দপ্তর, মংলা বন্দর কর্তৃপক্ষ, মংলা, বাগেরহাট।
১১।	যে সকল দরদরমুহে দরপত্র খোলা হইবে	প্রধান প্রকৌশলী (যাঃওঃ) এর দপ্তর, মংলা বন্দর কর্তৃপক্ষ, মংলা, বাগেরহাট।
১২।	দরপত্র বিক্রয়ের সর্বশেষ তারিখ ও সময়	২৭-১২-২০০৫ই/১০-০৯-১৪১২ বাংলা অফিস ঢাকাকালীন সময় পর্যন্ত।
১৩।	দরপত্র জমা দেওয়ার তারিখ ও সময়	দরপত্র দলিল ২৯-১২-২০০৫ই/১৫-০৯-১৪১২বাংলা তারিখ বেলা ১২.০০টা পর্যন্ত প্রধান প্রকৌশলী (যাঃওঃ) এর দপ্তরে টেজার বক্রে গ্রহণ করা হইবে। রেজিস্টার্ড মেল বা কুরিয়ার সার্ভিসের মাধ্যমে উপরোক্ত নির্ধারিত সময় এবং তারিখের মধ্যে দরপত্র দলিল নিম্নস্বাক্ষরকারীর দপ্তরে প্রেরণ করা যাইবে।
১৪।	দরপত্র খোলার তারিখ ও সময়	২৯-১২-২০০৫ই/১৫-০৯-১৪১২বাংলা বেলা ১২.৩০ মিনিটে।
১৫।	বিশেষ নির্দেশনা	১। আমরাই দরদাতাগণ নিম্নস্বাক্ষরকারীর দপ্তরে দরপত্র দলিল দেখিতে পারেন। ২। দরপত্র দলিলের সহিত অন্যান্য শর্তাবলী ও নিয়মাবলী পাওয়া যাইবে। ৩। দরপত্র খোলার সময় দরদাতাগণ এবং তাহাদের মনোনীত প্রতিনিধি উপস্থিত থাকিতে পারেন। ৪। কোন কারণ দর্শানো ব্যতিরেকে সকল দরপত্র বাতিল করার অধিকার মংলা বন্দর কর্তৃপক্ষ সংরক্ষণ করে।
১৬।	মালামাল এবং সেবার (কাজ ও সংশ্লিষ্ট বিবরণ)	মংলা বন্দর কর্তৃপক্ষের কেন্দ্রীয় জাগার ও নৌ কনসারভেশনী বিভাগ হইতে প্রাপ্ত এবং যান্ত্রিক ও তড়িৎ জাগারে রক্ষিত অকোজো/ব্যবহার অনুপযোগী মালামাল নিলামে বিক্রয়।
মবক/বোঃওঃ/সস/১-৩৩ জিডি-১৮২০		মোঃ সিরাজুল ইসলাম শেখ প্রধান প্রকৌশলী (যাঃওঃ)ঢাকাঃ

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* Award conferred by the University of Ballarat (CRICOS Prov No 00103D)

COURSES AT MIT SYDNEY (CRICOS Prov No 02504D)
Master Degree* (MIT Honours) Bachelor Degree* (Computer Science)
* Award conferred by the University of New England (CRICOS Prov No 000036)

SPOT ADMISSIONS by Mr. Peter Davis, Senior Manager, International Marketing

INTERVIEWS BY APPOINTMENT AT THE FOLLOWING:
Date: 17 November 2005 Time: 10 am to 4 pm

Australian Centre for Education
IDP Education Australia (Bangladesh)
CWN (A) 12 Kamal Ataturk Avenue, Gulshan 2, Dhaka - 1212
Tel: +(880) 2 9883545, 8821067, 9895913, 9896134, 9899738, 9894581
Fax: +(880) 2 8823343, 8828737, E-mail: idpbf@tremimp.com, Website: www.idp.com

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For HR & Admin Division at Factories:

Position	Required Qualifications & Experiences	Age Limit
General Manager (HR & Admin)	MBA/BBA (major in HRM)/ Masters in any relevant Discipline having Post-Graduate Diploma in HRM/ Personnel Management, minimum 12 years working experiences in HR & admin work in large industrial outfit(s), clear understanding of labour law/industrial law, wide knowledge on the aspects of HRM & HRD.	45 years

For Clearing Department at Corporate Office:

Position	Required Qualifications & Experience	Age Limit
Manager (Clearing)	MBA/ Masters in Commerce having 03 years working experience in the relevant field, well conversant with the works associated with clearing of imported goods from port & customs, maintaining liaison with C & F shipping carrying agents and shipment schedule of goods, preparing cost sheet with duty assessment and requisition for retirement of documents and other jobs related to Clearing Department.	38 years

For Research & Development Division at Corporate Office:

Position	Required Qualifications & Experiences	Age Limit
Sr Officer/Officer (Research & Development)	Masters in Economics/ Public Administration or MBA from any reputed University with 03 years working experience in socio-economic/ industrial research, conducting feasibility study & preparing report thereof and management of data bank.	35 years

For Security Department at Enterprises/Factories:

Position	Required Qualifications & Experiences	Age Limit
Officer/ Asstt Officer (Security)	Bachelors/Masters with good physique, height 170 cm, weight 62 kg, chest 82-87 cm (min.). Retired defence personnel preferably honorary captain/ lieutenant or equivalent will be given preference.	40 years

For all the above positions, the Applicants should be

- smart, energetic & willing to work under pressure
- excellent in interpersonal and communication skills
- computer literate and habituated with using the Internet & E-mail
- fluent in speaking and writing in Bangla and English
- presentable with pleasant personality and capable of influencing/ convincing others

The applicants must be willing to work anywhere in Bangladesh where the Factories/Enterprises of Bashundhara Group are located. Applicants are requested to send applications, along with detail resume, recent passport size photograph, photocopies of certificates of academic qualifications, training & working experiences and contact telephone number(s) to:

General Manager (Human Resources & Admin)
BASHUNDHARA GROUP
Bashundhara City
Panthapath, Dhaka-1215
Last date for submission of application: 17 November 2005
(Name of the post should be mentioned on the top of envelop)

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