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**Dr. Saleh Ahmed Bhuiyan, M. Com. PGD (UK), FIAT, FCS, FIFC (Canada), FCMA, PhD (USA)**  
 (Former Executive Director, ICMA Bangladesh)

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**Banani:** House - 68, Road - 10, Block-D, Tel : 8819192, 011-102382.  
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**Rajshahi -** Shaheb Bazar 0171-577411, 0189-680467, 0178433711  
**Dhaka Sheraton Hotel:** Office Building-1 (3rd floor), Tel : 8627608, 0189-059109  
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**Date :** 9-11 December, 2005  
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**Co-organiser:** Bangladesh Private Clinic Diagnostic Owners' Association  
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For further information and participation, please contact:  
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**WALK-IN-INTERVIEW**

Qualified persons are required for the following positions:

- Agriculture Engineers/Agriculturist:** 5 to 7 years experience in Marketing of Agro-products like pesticide, fertilizer, seeds.
- Lady Office Administrator/Secretary:** With good command in English and Computer. 5/7 years exp.

Candidates are requested to appear for interview on Monday, 21<sup>st</sup> November '05 and Tuesday, 22<sup>nd</sup> November '05 from 11.00am to 5.00pm at the following address.

**Terra Resources International**  
 114/1 (1<sup>st</sup> Floor), Shantinagar Dhaka-1217 (Opposite to White House Hotel)  
 Tel: 9350061, 9330904

**Position Vacancy Announcement**

The United States Agency for International Development (USAID) Bangladesh invites applications from Bangladeshi nationals for the position of Information Technology (IT) Systems Manager. The incumbent serves as the Supervisory Computer Systems Manager. This position is charged with overall management of the Mission's computer system and automation efforts under the general direction of the Executive Officer, in her/his absence, the Deputy Executive Officer. This position is responsible for technical-administration and direction of Information Technology functions: Policy and Planning, Analysis and Design, Programming, Operations, Security, Training, and Computer Advisory Services. The incumbent manages the activities of the IT staff and indirectly supervises third party technical contractors who provide training, upgrades, technical support, and systems development. The incumbent will provide expertise primarily in the area of information resources management and administration, and research and development. The incumbent provides information systems management assistance to a diverse constituency. S/he develops the Mission's long-term IT strategy, including a procurement plan and budget, and provides gap training to the IT staff in the incumbent's fields of expertise. The incumbent serves as the Mission Advisor on the Local Area Network (LAN), open systems, multi-vendor environment strategy, and new automation directions.

**Required Qualifications:**

- Education:** Bachelor degree in Computer Science/Engineering or equivalent from a recognized university is required. The incumbent having education of a Masters degree in Computer Science/or Engineering will be given preference. MCSE and CCNA certification or equivalent is required.
- Language Proficiency:** English and Bangla: Fluency, both written and spoken, is required in English and Bangla. The incumbent should be able to prepare correspondence and standardized reports, and to communicate effectively with English speaking staff.
- Prior Work Experience:** Seven years of experience in Systems Administration in LAN environment is required. One to two years of supervisory experience is required since the jobholder will have to effectively organize and coordinate a range of activities undertaken by his/her staff members of the IT Section.
- Knowledge:** Position requires knowledge of computer systems management sufficient to assure the continued effective operation of a computer installation designed to provide automation support and transmission of text and data files by telecommunications to the Mission. This position also requires a thorough knowledge of systems analysis and design techniques; security, and management advisory services; and acquisition policies and procedures relative to computer hardware and software.
- Skills and Abilities:** Position requires the skill and ability to maintain operational capability and readiness of computer systems. Good technical skills to trouble-shoot, diagnose, and resolve hardware and software problems and to maximize the capabilities of the organization's computer resources. Solid interpersonal skills to develop and maintain two-way communications and promote computer and automation services. Interested applicants must submit a resume along with a one-page cover letter stating level of education and experience that describes incumbent's suitability for this position. Please submit to the Human Resources Section, GPO Box-2593, Ramna, Dhaka-1000, no later than December 20, 2005. Only short-listed candidates will be notified.

D-1355

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 Mobile : 0173-040028, 0173-037568, 0173-035667, 0187-030234, 0187-030235, 0187-030236, 0187-030237, 0187-030238, 0187-030239, 0187-030240.  
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