

Make A Difference

Oxfam works with others to find lasting solutions to poverty and suffering.

Policy Officer
Oxfam GB, Bangladesh Programme
Fixed Term Contract: 1 year (renewable)

Salary: TK. 440,701 (Gross per annum)

Oxfam GB has been working in Bangladesh since the War of Independence (1971) and established our permanent country office in 1972. Examples of current programme focus are: Trade and Development issues (especially those affecting the lives of women workers in the RMG sector) within the framework of Oxfam International's 'Make Trade Fair' campaign, Disaster Risk Reduction, Gender Equality focused on ending violence against women, and Rights for Indigenous People.

We are looking for a dynamic team player for our Livelihoods programme with a sound knowledge and understanding of global, regional and national trade, labour and agriculture issues. You will be familiar with trading agreements and the policies of various institutional players and their implications on poor communities and LDCs. We are looking for strong research and analytical capabilities, which will help to guide our programme strategy. Also essential will be knowledge and experience of project cycle management coupled with excellent communication skills. Understanding of the role of advocacy work in development and in the political process in Bangladesh which relates to the international scenario as affects the above issues is another need. You will have at least two years experience and the ability to provide policy support and communicate with partners/alliances, local and international authorities. You will have a background in Economics, Social policy or any other relevant discipline.

Oxfam GB can offer you a challenging job, rewarding career, competitive salary with excellent benefits and a unique opportunity to make a difference.

If you feel you can make a difference, please collect the Oxfam application form and job profile from Oxfam GB, House #4, Road #3, Block # 1, Banani, Dhaka -1213, Bangladesh. You may also write to us at the above address or to oxfamgb@oxfam.org.uk.

The closing date for applications is 9 December, 2006. Please note only short listed candidates will be contacted due to limited resources. At Oxfam GB, we are committed to ensuring diversity and gender equity within our organisation and welcome applications from women and under represented groups.



Diversity

Oxfam
The difference starts with you

Make A Difference

Oxfam works with others to find lasting solutions to poverty and suffering.

Programme Coordinator- Livelihoods Programme
Oxfam GB, Bangladesh Programme
Open Ended

Salary: TK. 1,083,892 (Gross per annum)

Oxfam GB has been working in Bangladesh since the War of Independence (1971) and established our permanent country office in 1972. Examples of current programme focus are: Trade and Development issues (especially those affecting the lives of women workers in the RMG sector) within the framework of Oxfam International's 'Make Trade Fair' campaign, Disaster Risk Reduction, Gender Equality focused on ending violence against women, and Rights for Indigenous People.

We are looking for a dynamic team player for our Livelihoods programme with a sound knowledge in RMG sector related trade and labour issues and trade & agriculture issues. You will be responsible for developing an effective programme strategy in country and implementation plans that mainstream gender equity as per Oxfam GB's policies and procedures. You will contribute to develop Oxfam International's national, regional and global strategy. Needed will be coordination, communication and negotiation skills with donors, partners/alliances and advocacy targets, to build on our achievements and help drive our Livelihoods programme forward. You will have effective leadership and people management skills, working experience in trade & agriculture issues, knowledge and experience in RMG sector related trade and labour issues. You will also have strong financial management and project cycle management skills, along with the ability to produce excellent proposals and quality reports, and to support partners/alliances. You will have a background in Economics, or any other relevant discipline.

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EUROPEAN UNION
Delegation of the European Commission
Plot 7, Road 84, Gulshan, Dhaka-1212, Bangladesh.

VACANCY ANNOUNCEMENT

The Delegation of the European Commission in Dhaka, Bangladesh announces the vacant position for a **Secretary (Local Agent - Cat. 4)** to strengthen the Cooperation Section.

Job description

Under the supervision and guidance of the Head of Section, the Secretary will be expected to perform the advanced secretarial duties, such as drafting notes, taking minutes, translating short texts, correspondence, telephone, follow up, monitoring, organisation of missions and meetings, setting up appointments, filing and coordination with the other secretaries of the Delegation. In addition the Secretary's work includes the use of electronic information tools (internet, Commission's inter- and intranet) to assist the officials in retrieving information. Finally, the Secretary will be requested to undertake any other assignment that may be requested in view of the efficient functioning of the Delegation.

Job profile

Higher Secondary School Certificate (12th Class) equivalent to "A" level (Diploma from recognised Secretarial Institutes preferable).

Minimum 5 years of relevant working experience. Excellent knowledge of English and Bangla (other languages an advantage but not a must). Must be dynamic, have a sense of initiative and be able to fit into a multicultural environment. Should be proficient in Word, Excel, Outlook and with knowledge of PowerPoint. Age limit 56.

Conditions offered

A contract of employment will be concluded for an open-ended period, subject to a successful completion of a 6 month probation period. Employment is expected to start as soon as possible. A competitive salary will be offered to the suitable candidate, based on the salary-grid for Local Agent Group IV in Bangladesh, depending on number of years of relevant professional experience, plus transport allowance, severance grant, provident fund and sickness insurance.

Application should include detailed CV (EC format- see <http://www.eudelbangladesh.org>) with three professional references, without copies of degrees and employment certificates at this stage and a cover letter describing your motivation, to be sent to Michel De Knoop, Head of Administration, Delegation of the European Commission, Road 84, House 7, Gulshan 2, 1212 Dhaka (PO Box GN 6086) under sealed envelope marked with "LA: Secretary". The Deadline for receiving applications is **Monday, 11 December 2006**. Only short listed candidates will be contacted.

The European Commission is an equal opportunities employer and a smoke-free work environment. We welcome applications from suitably qualified individuals, regardless of race, gender, sexual orientation or disability. All applications will be treated on merit and in strict confidence. Any attempt to influence the process of selection will result in immediate disqualification of the recommended applicant.

SCHOOL FOR SALE

A running English Medium School at Banani for sale.
Please Contact:
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গাড়ী বিক্রয়

২০০২ মডেলের NOAH-VOXI. ফুল অটো ট্রান্সমিশন মেটালিক ব্লাক কালার মাত্র ৩ মাস ব্যবহৃত গাড়ী বিক্রয় হইবে।
ফোন : ০১৯৪ ২৪৪১১৭-৮

PASSPORT LOST

TWO FOREIGNER PASSPORT LOST IN RICKSHAW IN GULSHAN AREA. NAME: ZHOU JIANG YONG AND ZHOU JIAN XIAN. IF ANYBODY FIND THESE PASSPORT PLEASE CONTACT POLICE STATION, GD NO-1581, GULSHAN THANA, OR CALL- 01716191330.

TO-LET

Full Furnished Apt. in Gulshan, Niketon with Modern Facilities. Standby Generator. Lift. Each room 24 Hours Security, Colour TV, Fridge, Internet & Telephone, Hot & Cool Water, In House Fitness Centre, Wide Lobby, Wall Cabinet Modern Furniture Each Floor. Please Contact Only Foreigners, Multinational Companies. Ph: 88366018, 01711327317, 0192211271, 01719958934.

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We are one of the leading FMCG companies with diversified product range, outstanding management depth and excellent working environment having regional offices in Dhaka and Chittagong. We are seeking some innovative and dynamic personnel with a proven track record to meet the demand of our business expansion.

DGM (HR & Admin.)

- Masters in any discipline, preferably MBA in HRM.
- Minimum 8-10 years experience in HRD or Administration.
- Good communication skills, knowledge in labour laws and govt. rules and regulations.

DGM (Finance & Accounts)

- Chartered Accountant or Cost and Management Accountant.
- 5-6 years experience in relevant field.
- Sound knowledge in Costing, Customs & VAT, Banking and Income Tax.

Public Relation Officer (PRO)

- Masters in any discipline, preferably MBA.
- Minimum 2 years experience in relevant field.

Above positions carry attractive compensation package and excellent career progression. Please apply with CV, recent passport size photograph and an abridged statement in one page stating "Why you are the most suitable candidate for the position" to GPO Box No. 3330, Dhaka-1000 within 10 days of publication of the advertisement.

Government of the People's Republic of Bangladesh

Directorate General of Family Planning
Information, Education & Motivation (IEM) Unit
Janasankha Bhaban.
Azimpur, Dhaka-1205

দুটি সন্তানের বেশী নয়
একটি হলে ভাল হয়।

Ref: DGFPIEM/GH-1557/2006/1304 Date: 19-11-2006

Subject: Request for Expression of Interest (EOI) for Selection of an Advertising Firm/Agencies for Production of 640 Festoon (With Selected Message)

The Director, IEM Unit of the Directorate General of Family Planning and Line Director, Information, Education & Communication (IEC) Program (Program Code: 8100-8119) under HNPSP has been allocated GOB (Development) funds from the Government of the People's Republic of Bangladesh towards the cost of the "Production, Distribution and Display of IEC Materials" (Sub-Code: 8103, Economical Code: 4833) and it intends to apply part of the proceeds of these funds to payments under the contract for Production of 640 Festoon (With Selected Message) on Family Planning, Mother and Child, Adolescent and Nutrition Care.

The experience, resources and delivery capacity required are (a) the firm must be an independent body having minimum 05 years practical experience in the respective field (b) must have good experiences of making and producing at least 02 similar works, satisfactory completion certificate must be produced in this regard. Also the following information should be included in the Expression of Interest (EOI) along with necessary/appropriate supporting documents/papers.

1) Name and address of the firm (Telephone, Fax, E-mail). 2) Category of the firm, 3) Income tax certificate for the year 2005-2006, 4) Valid VAT registration certificate, 5) trade licence valid for the year 2006-2007, 6) Minimum amount of working capital credit facility 10 lac, bank solvency certificate must be produced in this regard, 7) Name of central key personnel with CV, 8) Logistics, equipment, other support services, 9) Any other information and documents that are necessary for considering the firms EOI.

The Line Director, IEC invites eligible applicants to indicate their interest in providing the services (brochures, experiences of the specific and similar assignments, financial capability and availability of appropriate professional qualification and experiences among staff, etc). The firm will be selected using the selection sub-method QCBS in accordance with the Public Procurement Regulation-2003 and Public Procurement Procedures issued by the GOB. It is expected that the services will be commenced on February, 2007 and shall be completed on 30 April, 2007.

Interested applicants may obtain further information about the assignment by applying to the address given below during normal office hours.

Expression of Interest shall be submitted by December 04, 2006 up to 11:00 hours, in sealed envelope delivered to the address of the undersigned shown below and be clearly marked "Request for Expression of Interest (EOI) for selection of an Advertising Firm/Agencies for Production of 640 Festoon (With Selected Message)." EOIs received after the last date and time of submission will not be considered for short listing. Procuring entity will not be responsible for any delay in submission including delay because of postal or any other reason, whatsoever. The procuring entity reserves right to accept or reject all Expression of Interest.

Ummey Hasina Akhter
Director (IEM) & Line Director (IEC)
Directorate General of Family Planning
GD-2880 Janasankha Bhaban, Azimpur, Dhaka-1205, Bangladesh

BANGLADESH ACADEMY OF SCIENCES TWAS PRIZES FOR THE YOUNG SCIENTISTS OF THE DEVELOPING WORLD

The Bangladesh Academy of Sciences(BAS) and the Academy of Sciences for the Developing World (TWAS) considering the necessity to foster scientific and technological cooperation among developing countries, have agreed to work together within the framework of the TWAS PRIZES FOR YOUNG SCIENTISTS SCHEME.

Nominations are hereby called for selection of suitable candidate(s) working in the different fields of Natural Sciences for the award. The candidates have to fulfill the following requirements.

- The candidate must be below 40 years of age at the time of applying for the award
- The candidate must hold a university degree (minimum qualification is a Master's degree).
- The candidate has to work and live in Bangladesh.
- The candidate should have a good record of research publications in internationally recognized journals.

Interested candidates are requested to apply along with their Curriculum Vitae/List of publications along with copies and a photograph to the following address.

Professor Naiyyum Choudhury
Secretary, Bangladesh Academy of Sciences
NMST Bhaban, Agargaon, Dhaka 1207

All applications must reach the Academy on or before December 26, 2006.

Secretary, Bangladesh Academy of Sciences

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Manager, Quality Control

Job Location: Pabna

Major Duties and Responsibilities:

- Ensure analysis of all raw (food and chemical) and packaging materials, in-process & finished products and prepare quality control manual
- Supervise development of new formulation, stability testing and determination of product's shelf life
- Deal with customer complaints and initiate corrective measures
- Ensure to fulfil all regulatory requirements (Govt., HACCP, ISO 22000, etc)

Incumbent should have:

- M.Sc. (Chemistry / Biochemistry / Pharmacy / Food Technology)
- Minimum 10 years experience in the relevant field and 4 years in the managerial position
- Strong analytical knowledge and operating skill of testing equipments
- Ability to design and implement required policies, procedures, systems relating to Quality
- Excellent report writing skill and knowledge on GMP, GLP and GHP
- Excellent knowledge on preservation of spices and food grains
- Must have good command on MS office along with excellent communication skill
- Within 45 years of age

Senior Executive, Distribution

Job Location: Pabna

Major Duties and Responsibilities:

- Ensure delivery of products as per schedule to the distributors and institutions
- Ensure timely order collection and follow up proper invoicing and collection of bills
- Prepare distribution route plan in a cost-effective way
- Identify the reasons of return goods and take appropriate action

Incumbent should have:

- MBA / Masters in commerce
- Minimum 5 years experience in the relevant field
- Must have good command on MS office along with excellent communication skill
- Within 35 years of age

Executive, Marketing

Job Location: Corporate Headquarters, Dhaka

Major Duties and Responsibilities:

- Formulate marketing mix and plan to maintain sales growth of assigned products
- Identify market opportunities and launch new products
- Generate innovative ideas for building brand equities

Incumbent should have:

- MBA/BBA (Major in Marketing from any reputed university)
- Minimum 2 years practical working experience in any FMCG Company
- Proven leadership qualities with excellent communication skills
- Good command on MS Office
- Analytical and creative capability and willing to visit market frequently
- Within 30 years of age

Junior Executive, Commercial

Job Location: Pabna

Major Duties and Responsibilities:

- Selection and sourcing of Vendors
- Formulate procurement policy and implementation of the same
- Develop procurement plan, proper maintenance of inventory considering seasonal availability and price variation
- Ensure timely delivery of quality materials
- Conduct market survey for better price & quality of agricultural raw materials.

Incumbent should have:

- M.Com/B.Com/BBA (preferably from Dhaka or Rajshahi University)
- Minimum 2 years experience in the relevant field
- Good command on MS Office
- Within 30 years of age

Positions carry attractive compensation package and excellent career progression possibilities.

If you think you are the right person we are looking for, please send your application along with Résumé and two recent passport size color photos within **December 17, 2006** addressing to **General Manager, Personnel & Administration, Square Consumer Products Ltd., Square Centre, 48 Mohakhali C.A. Dhaka- 1212, Bangladesh.**

Position applied for must be mentioned at the top of the envelope.

As a matter of company policy, we do not encourage Smokers to apply.
Only shortlisted candidates will be called for interview.
Any approach for preferential treatment will disqualify the applicant.



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