


DFID Department for International Development

Government of the People's Republic of Bangladesh
Ministry of Home Affairs
Police Reform Programme-BGD/04/001

**Opportunity for Translators and Interpreters
(Request for Quotation)**

Police Reform Programme (PRP) is a joint collaboration of Govt. of the People's Republic of Bangladesh (GoB), United Nations Development Programme (UNDP) and Department for International Development (DFID).

PRP requires services of a number of professional Interpreters and Translators on no-assignment no-payment basis to assist international expatriate consultants and local participants in project training, workshops, conferences and seminars around the country. This is an excellent career development opportunity for high caliber individuals.

General Qualifications and Competencies:

- ✓ Masters degree in any discipline with practical professional experience in translation of law related books, documents and reports.
- ✓ Excellent verbal English and Bangla language skills and regional dialects awareness.
- ✓ Conversant with national and international laws and organizational practices and political issues.
- ✓ Resourceful, enthusiastic and initiative to perform as a team member.

Competencies for Interpreters:

- ✓ Excellent event and people management skills and capable of working in a stressful situation.
- ✓ Willingness to visit field where workshops are held.
- ✓ Demonstrated ability to conduct and facilitate training sessions and to interact with participants.
- ✓ Previous professional experiences of consecutive interpretation.

Competencies for Translators:

- ✓ Conversant with Bangladesh Police laws and regulations.
- ✓ Initiative in translating legal drafting and policy documents and human right issues.
- ✓ Commitment to meet time limits and to produce high quality output.

Submission of Application:

Potential individual or firms are requested to apply and submit their detailed quotation in the prescribed form of PRP (available at IDB Bhaban Reception Desk), a CV (max. 2 page) with attested copy of certificates, recent photograph on or before 15:30 hrs on 10 December 2006 and will be opened at 15:35 hrs on the same day in presence of applicants (if any) at the PRP office, 12th Floor, IDB Bhaban, Agargaon, Dhaka-1207.

(One can apply for both positions. PRP reserves the right to accept or reject any or all quotations. PRP expects to enlist the services of at least 5 interpreters and 10 translators. Qualified women are specially encouraged to apply.)

BE A PART OF OUR DYNAMIC TEAM...



Meena Bazar, one of the business concerns of the Gemcon Group is expanding its operations and seeks dynamic, self-motivated, hard working individuals with good verbal communication skill in English and able to interact well with people of different cultures for its Gulshan Super Store.

CHIEF CASHIER (1 NO)

Educational Requirement: At least Commerce Graduate. Working Experience: 2-3 yrs working experience in Accounts in any renowned Company. Job Responsibility: S/he will be responsible for all the accounting jobs including managing the cash flow, local purchase, banking etc.

HR EXECUTIVE (TRAINING) (1 NO)

Educational Requirement: MBA. Working Experience: Work experience in HR/Training department in renowned organization. Job Responsibilities: S/he has to organize and prepare training schedule for internal or external training programs.

PHARMACIST (2 NOS)

Educational Requirement: At least B-Pharm. Working Experience: 2 yrs experience is preferable. Job Responsibilities: S/he has to supervise drug corner in Super Market.

ASST. PHARMACIST (3 NOS)

Educational Requirement: Diploma in Pharmacy. Working Experience: 1-2 yrs experience in any drug store, fresher are encouraged to apply. Job Responsibilities: S/he has to maintain drug corner in Super Market.

FLOOR SUPERVISOR (2 NOS)

Educational Requirement: At least Graduate. Working Experience: 3-5 yrs working experience in sales and service in any renowned Company or in a retail business. Job Responsibility: S/he will ensure smooth operations of the floor of a retail store.

DATA ENTRY OPERATOR (2 NOS)

Educational Requirement: At least graduate with diploma in Computer. Job Responsibility: S/he will be responsible for changing system codes, entering TIN & TON, must have a basic knowledge of the system maintenance.

RECEIVING CLERK (2 NOS)

Educational Requirement: At least Commerce Graduate. Job Responsibilities: S/he will check all products coming into the store & transfer all return etc.

SERVICE DESK EXECUTIVE (2 NOS)

Educational Requirement: At least Commerce Graduate. Job Responsibilities: S/he will attend Customer query and provide information and Customer Care.

CASHIER (8 NOS)

Educational Requirement: At least Commerce Graduate. Job Responsibilities: S/he has to prepare bill & receive money from Customer at Cash Counter.

SALES ASSISTANT (24 NOS)

Educational Requirement: At least Commerce Graduate. Job Responsibilities: S/he has to work for selling products & meet Customer's demand & complain.

SALES ASST. FOR FISH-MEAT / PROCESSING (8+6 NOS)

Educational Requirement: At least H.Sc. Job Responsibilities: S/he has to process fish-meat for sale.

PACKER (12 NOS)

Educational Requirement: At least H.Sc. Job Responsibilities: S/he has to pack the product & has to ensure cleaning the floor.

Age Limit (For all position): 25 - 32 years. Foreign Nationals are also encouraged to apply. Attractive salary will be offered to the right candidates.

Interested candidate with strong Inter-personal communication skill and good knowledge in retail business are requested to apply with detailed C.V & 2 recent color passport size photographs by 7th December 2006 to Manager, Human Resources Department, Meena Bazar, 719/A, Satmasjid road, Dhanmondi, Dhaka-1209.

Admission Going On **SSC 2007** English Version Available
120 Set Objective Model Test
E. Haque Coaching Shantinagar
35/B, Shantinagar, Pir Shaheb Road. Phone: 9338595, 8313417, 0189-826518

FREE SEMINAR

Study Work Migrate to Australia / UK

Venue : Dhaka Sheraton Hotel
Date : 2nd December
Time : 10am

- ✓ Edith Cowan University, Australia
- ✓ Perth Institute, Australia
- ✓ College of Technology London, UK

Mr. Geoff Evans,
University representative will
conduct the seminar and will
assist you for the Application
& visa processing.

Organized by :
Overseas Education 4 You
House 69/A, Road 6/A, Dhanmondi R/A
Tel : 02-9145549, 9132979 H/P: 017-20246675, 019-4670238

MIGRATION TO AUSTRALIA

Free Seminar

Venue : Dhaka Sheraton Hotel
Date : 2nd December
Time : 3pm



Mr. Nigel Sanders of AVP
Counseling Services (Migration Consultants) from
Perth, Australia will assess your skilled/Business
Migration potential.

Organized by :
Overseas Education 4 You
House 69/A, Road 6/A, Dhanmondi R/A
Tel : 02-9145549, 9132979 H/P: 017-20246675, 019-4670238

মাইলস্টোন কলেজ

(এম এন আর এস ট্রাষ্ট কর্তৃক পরিচালিত এক সরকার কর্তৃক অনুমোদিত)

ভর্তি: প্লে/নার্সারী, ডিষ্ট এবং নবম শ্রেণী

- ◆ পাঠ্য ক্যাম্পাসে আমাদের ৪১৭ জন অভিজ্ঞ ও সুদক্ষ শিক্ষক মাইলস্টোন কলেজের শিক্ষা ও প্রশাসনিক কার্যক্রমে পরিলোচনা করছেন। শিক্ষকদের মধ্যে আছেন ক্যাডেট ও সরকারী কলেজের ৮ জন অবসরপ্রাপ্ত অধ্যাপক, ৬ জন সহকারী অধ্যাপক, ২০০ জন গ্রন্থাগারিক, ১৯৫ জন সিনিয়র টিচার, ক্যাডেট কলেজের প্রাক্তন ২ জন অধ্যাপক ও ১ জন উপাধ্যাপক, ৩ জন কর্নেল ও ৩ জন মেজর (অবঃ)।
- ◆ **ভর্তি ফরম সংগ্রহঃ ৪ ২৫ নভেম্বর থেকে ২৪ ডিসেম্বর ২০০৬।**
- ◆ **ভর্তি পরীক্ষাঃ ২৫ ডিসেম্বর ০৬ সময়ঃ সকাল ০৯০০ ঘটিকা।**

- ◆ ২০০৬ সালে অত্র কলেজের এইচ.এস.সি ও এস.এস.সি পরীক্ষার ফলাফল নিম্নে দেওয়া হল।

এইচ. এস. সি-২০০৬ (৩য় ব্যাচ)						
বিভাগ	পরীক্ষার্থীর সংখ্যা	পাসের সংখ্যা	পাসের হার (%)	এ' ও	এ' ও	এ' ও
বিজ্ঞান	২৪৮	২৪৫	৯৯	১৯	১৫৫	১১
ব্যবসা শিক্ষা	২১১	২১১	১০০	২৯	১৭০	১২
মানবিক	২৬	২৬	১০০	—	১০	১০
এস. এস. সি-২০০৬ (২য় ব্যাচ)						
বিজ্ঞান	২৫২	২৫২	১০০	০৪	০৭	১৪
ব্যবসা শিক্ষা	৩৭	৩৭	১০০	০৫	২০	১২

ইংলিশ মিডিয়াম সেকশনঃ # ১২, ২, ৬, ৭ ও ৮, রোড # ৭ ও ১২/এ স্টোর # ৭, উত্তরা, ঢাকা। আমাদের নিজস্ব কুষ্টি, স্বচ্ছ ও প্রতিযোগিতামূলক পরিবেশে পরিপূর্ণ বিকাশের জন্য আমরা ইংলিশ মিডিয়ামে এস. এস. সি সিলেবাস অনুসরণ করি।

বাংলা মিডিয়াম সেকশনঃ স্টোর-৭, ৯ ও ১১ উত্তরা মডেল টাউন, ঢাকা।

কর্নেল নুরন নবী (অবঃ), অধ্যাপক ও প্রকল্প পরিচালক, প্রতিষ্ঠাতা অধ্যাপক, রাজউক উত্তরা মডেল কলেজ এবং প্রাক্তন অধ্যাপক বৌদ্ধদারহাট ও বিনাইনহ ক্যাডেট কলেজ। টেলিঃ ৮১১৭৭০০, ৮১১৮০৭৭, ৮১২০০১৫, ৮১২০০১৫, ৮১১৮৭১৫, ০১৭১২৫৫৮৯৫, ০১৯১১৬২৮২, ০১৯১৮৭০৮২০। ফ্যাক্স : ৮১২২৬৫৪, ই-মেইল: maschool@bdmail.net, Web: milestonecollege.com

Legal Notice

This is for information of all concern that my client Mr Ahmed Jan Chowdhury of 1252/3, East Monipur Rokeya Sharani, Mirpur, Dhaka entered into an agreement dated 27.3.2004 with Nagar Builders Ltd. of Suit J. Meherba Plaza (6th Floor), 33, Topkhana Road, Dhaka-1000 to purchase an apartment measuring 1575sqft being Apartment No. A-3, Type-A situated at 3rd floor of Nagar Shaganka Project located at House No. 43, Road No. 13, Sector 4, Uttara, Dhaka-1230 the total price of which was fixed at Tk. 26,27,500/- My client paid Tk. 24,10,000/- in all to Nagar Builders Ltd. leaving an amount of Tk. 2,17,500/- only for the aforesaid apartment. In course of construction my client have been informed by the letter dated 22.6.06 of the developer that the area of the said apartment has been increased by 55sqft and asked to pay an additional amount of Tk. 82,500/- only for the aforesaid increased area. My client wanted to know several times from the Nagar Builders whether the increased area of the apartment which had changed the design of the apartment has been approved by RAJUK but the Nagar Builders could not provide my client any answer to his questions. My client became suspicious whether the aforesaid increase in his apartment had any approval of RAJUK and therefore only about 10% of money for the apartment were not paid, since it has been seen that RAJUK demolished many unauthorized extra construction in high rise buildings in the recent past. But most illegally the Nagar Builders cancelled the purchased apartment of my client by letter dated 2.11.2006 being Apartment No. A-3 in the project of Nagar Shaganka though they failed to provide any information to my client about approval of RAJUK for increased area of my client's apartment.

A legal notice has already been served upon the Nagar Builders Ltd. to cancel and withdraw their cancellation letter dated 2.11.2006 for which a reply is being awaited. In case of refusal my client will take proper legal action in a court of law to restrain the Nagar Builders by an injunction so that they cannot sell the said apartment being No. A-3 of Nagar Shaganka Project located at House No. 43, Road No. 13, Sector 4, Uttara, Dhaka-1130.

In the aforesaid premises any intending purchaser is hereby informed that there is a legal dispute pending about the aforesaid Apartment No. A-3 of Nagar Shaganka Project and they are hereby requested not to negotiate with Nagar Builders for purchase of the said apartment but if any person does so he will do it at his own risk.

A. K. Mainul Haq
Barrister-at-Law, Room No.-339,
Supreme Court Bar Association Building,
Dhaka, Phone-01711-141357

C-2747



Save the Children
USA

Save the Children, by mobilizing citizens throughout the world, envisions a world in which every child is ensured the right to survival, protection, development and participation as set forth in the UN Convention on the Rights of the Child.

VACANCY ANNOUNCEMENT (Re-advertisement)

Save the Children USA, an International development organization with special focus on child and women invites application from qualified candidates for Office Secretary (Reception) position, based in Dhaka.

The Office Secretary is responsible for all reception desk jobs, handling PABX Board at Dhaka Office for smooth operation of telecommunication system of the country office. S/he will also provide secretarial support including mailing support.

Minimum requirements for the position:

- At least 2 years experience in similar position specially in handling PABX system
- Experience in working with international organizations will be preferred
- Confident in communicating in English (listening & speaking) and fluent
- Excellent in communicating in Bangla
- Proven ability to work with computer
- Minimum Bachelor Degree in any field

Candidates meeting the above requirements should send their CVs along with a cover letter and names of two professional references to: The Director-HRD, Save the Children USA, House No. 1A(2), Road No. 91, Gulshan-2, Dhaka -1212 by December 10, 2006. Only short listed candidates will be invited for interview. Please write the position applied for at the top of envelop. Women are especially encouraged to apply. Those who have applied before, do not need to apply again.



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SUCCESS**
MAKE IT HAPPEN

LATE REGISTRATION

Saturday 2 - Thursday 7 Dec. '06
from 9.30 am - 1.30 pm

Course Dates :

2 Dec. '06 - 8 Feb. '07

Placement test fee : Tk 600

We have limited places remaining on
General English, IELTS preparation &
Business English courses.

Courses at:

British Council
Teaching Centre
754th Satmasjid Road,
Dhanmondi, Dhaka-1205
Tel: 911 6171, 914 5557-8
Fax: 811 6554
e-mail: learnenglish@bd.britishcouncil.org

Enquiries at:

British Council
Dhaka
5 Fuller Road, Dhaka
Tel: 861 8905-7
861 8867-8
Fax: 861 3375

British Council
Chittagong
77/A East Nazimabad,
Chittagong
Tel: (031) 657884-6
Fax: (031) 657881

British Council
Project Office
Al-Hamra Shopping City,
Zindabazar, Sylhet
Tel: (021) 814925
Fax: (021) 814924

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Career Opportunity

Ranks Petroleum Ltd., a sister concern of Rangs Group is the Exclusive Distributor of world renowned Shell Brand Lubricants in Bangladesh is looking for highly competent, self-motivated, dynamic and experience professionals for the following positions:

MANAGER (Finance & Accounts)

Duties and Responsibilities: the incumbent is to lead the accounts team, oversee the day to day accounts, cash flow and banking activities; generate weekly MIS on accounts, sales and inventory; open up L/C, liaison with banks, principal, PSI Agent, CNF Agent, customs, transport etc. Reporting to General Manager, the incumbent is to look after company affairs, prepare annual budget, monitor variances; generate financial statements and analyze ratios as needed for COO and the Board of Directors.

Qualifications and Experience: CMA(Inter)/CA(Inter.)M.Com in Accounting/MBA major in Finance/Accounting from any reputed university with at least 05 years of hands on accounts and commercial experiences are pre-requisite for the position. For highly experienced fast-trackers, educational qualifications may be relaxed. Age not exceeding 35 years.

MANAGER-High-Street Sales (Automotive)

Duties and Responsibilities: the incumbent is responsible to plan, promote and expand the entire automotive lubricant sales activities of the company. Reporting to the General Manager, he will lead a sales team to have the nationwide market coverage. Main duties are to focus the dealers, whole sellers, retailers; expanding country wide sales and distributions network and adopt the appropriate promotional activities for building end user's awareness. Provide technical supports and services related to lubricants.

Qualifications and Experience: MBA/M.Com. major in marketing with at least 05 years of managerial experience in lubricants industry. For highly experienced target oriented fast-trackers, educational qualifications may be relaxed. Age not exceeding 35 years.

In both cases, excellent core-values like interpersonal and communication skills, business acumen, integrity, leadership, ability to work outside the office etc. are desirable. Must be conversant with computer literacy. Attractive remuneration and benefits are offered. Interested personnel are requested to send their application and CV along with a passport size photograph by 14 Dec, 2006 addressed to:

The Director & COO
Ranks Petroleum Ltd.
Rangs Bhaban(1st floor),
113-116 Old Airport Road
Tejgaon, Dhaka-1215.

