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## নিয়োগ বিজ্ঞপ্তি

চট্টগ্রামে অবস্থিত একটি প্রতিষ্ঠিত শিল্প কারখানার জন্য জরুরী ডিপ্তিতে নিম্নলিখিত পদে লোক আবশ্যিক

ক্রম	পদবী	পদের সংখ্যা	বয়স	বেতন	অভিজ্ঞতা
০১	বি.এস.সি. ইঞ্জিনিয়ার (ইলেক্ট্রিক্যাল)	০১	৩০ অন্তর্ম	আলোচনা সাপ্লিকে	১। কোন প্রতিষ্ঠিত শিল্প কারখানায় পি.এস.সি.গান্দেল কর্মসূক্ষ ও বস্তুর কাজ করার ব্যবহার অভিজ্ঞতা।
০২	ডিপ্লোমা ইঞ্জিনিয়ার (ইলেক্ট্রিক্যাল)	০২	৩০ অন্তর্ম	আলোচনা সাপ্লিকে	১। কোন প্রতিষ্ঠিত শিল্প কারখানায় পি.এস.সি.গান্দেল কর্মসূক্ষ ও বস্তুর কাজ করার ব্যবহার অভিজ্ঞতা। ২। উচ্চ ক্ষেত্রসম্পর্ক রেসার্চের ক্ষেত্রে ইত্যাদি চালনার কর্মসূক্ষ ও বস্তুর ব্যবহার অভিজ্ঞতা।

অর্থাৎ প্রার্থীদের আগামী ৩০শে জানুয়ারী ২০০৭ইক তারিখের মধ্যে সদৃ তোলা ২(দুই) কপি প্রদান পদক্ষেপ সাইকেল হাতার সুব্রত, সকল লিঙ্কেগত ও অভিযোগ্য সমস্যাগুরুত সম্পর্কে কর্মসূক্ষ নির্মাণ করার জন্য অনুরোধ করার পার্শ্বে আছে। খাবের উপর পদের নাম উল্লেখ করবেন।

বিজ্ঞাপনদাতা

প্রযোজ্যে ৪ দৈনিক প্রথম আলো, বর্ত্তন নং -০২/০৭,  
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Position and Area	No.	Responsibilities
RF/RA (macroeconomics, public finance and trade)	2	to reconstruct official data and policies, and to provide alternative explanations.
RF/RA (social policy)	2	to expose reforms in health and education sectors, participation of non-state actors in service delivery, and to render unorthodox perspectives.
RF/RA (environment)	2	to conduct public policy research on climate change and disaster risk reduction and to foster indigenous knowledge.
Finance Associate/ Finance Assistant	1	to manage financial and contractual requirements.
Executive Assistant/ Secretary	1	to provide secretarial services.

Research Fellows lead projects while the Research Associates contribute as independent author. The positions demand strong analytical capabilities and drafting skills, with advanced academic degree and significant publications. Sound knowledge in political economy of development, and quantitative techniques are desirable. The organisation promotes diversity including affirmative action for women.

The salary for Research Fellow is in the scale of Tk. 40,000 - 2,000 x 10 - 60,000 - 3,000 x 6 - 78,000 while Research Associates receive in the scale of Tk. 18,000 - 900 x 10 - 27,000 - 13,50 x 6 - 35,100. Higher compensation package will be offered to the deserving candidates.

Please send a statement in support of your candidature along with a CV, highlighting research achievements suiting to responsibilities, to Head, HR and Finance, Unnayan Onneshan, House - 40/A, Road - 10/A, Dhanmondi, Dhaka - 1209 by 10 February 2007.

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## Civil Aviation Authority of Bangladesh

Headquarters, Kurmitola, Dhaka

### Corrigendum

#### ON Tender for Operation, Maintenance & Management of Cargo Complex at Zia International Airport, Dhaka, Bangladesh

This is to inform that as per decision of the pre-bid meeting held on 15.01.07 at 10:00am selling of tender document, dropping of tender, Cargo Complex inspection, opening of tender and notification to successful bidder of the tender for Operation, Maintenance & Management of Cargo Complex at Zia International Airport, Dhaka, Bangladesh have been re-scheduled by the authority as follows:

#### Issue

- i) Tender document available up to 20-02-2007
- ii) Cargo Complex inspection up to 20-02-2007 at 5:00pm
- iii) Tender proposal received by CAAB up to 22-02-2007 at 1:00pm

#### Time-schedule

- iv) Opening of tender 25-02-2007 at 10:00am
- v) Notification to successful bidder by 25-05-2007

The other terms & conditions of the tender notice and tender document will remain unchanged.

#### Mostafizur Rahman

Director (Planning)  
Civil Aviation Authority, Bangladesh  
Headquarters, Kurmitola, Dhaka-1229  
Phone: 880-2-8914608  
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## VACANCY ANNOUNCEMENT

The Bangladesh Resident Mission (BRM) of the Asian Development Bank (ADB) was established to assist its Headquarters in the implementation of projects and programs, in project processing, country programming, and economic and sector work. BRM has vacancies for the positions of Financial & Disbursement Analyst and Program Analysts for the Program Liaison Unit (PLU) established for administration of the Second Primary Education Development Program (PEDP-II). PEDP-II is a sector-wide approach program (SWAp) being implemented during 2004-2010, financed jointly by the Government of Bangladesh and 11 development partners (DPs), with ADB serving as the lead DP.

#### FINANCIAL & DISBURSEMENT ANALYST

##### Description of Responsibilities

- Monitor physical progress of program implementation and ensure EA compliance with loan covenants.
- Familiarize Executing Agency (EA) with ADB guidelines and procedures
- Compile and update data on contract awards and loan disbursements for generation of reports; prepare annual projections of contract awards and disbursements and analyze the actual awards and disbursements against targets to identify shortfalls and their underlying causes.
- Assist in processing disbursements by following up with EA on timely submission of withdrawal applications, prepare data inputs for Procurement Contract Summary Sheet (PCSS) to update the Loan Financial Information System (LFIS).
- Prepare and update Project Performance Report (PPR) from the Project Administration System (PAS).
- Review Statement of Expenditures, Withdrawal Applications and other financial related requirements of the program.
- Analyze the financial requirements for annual program implementation and prepare financial plan and requests for remittances from DPs.
- Review Financial Monitoring Report (FMR), financial audit report and transfer of fund requests from different withdrawal applications.
- Undertake field visits to review accounting, recording, documenting and processing related matters in order to delineate policy and process related recommendations for better financial/accounting process and to improve utilization of PEDP-II funds.
- Prepare various financial reports as required by DPs.

##### Selection Criteria

- Masters degree in accounting/finance, business administration or equivalent academic qualification.
- Minimum of 8 years of relevant experience; work experience in international organizations will be an advantage.
- Excellent verbal and written communications skills in English.
- Ability to establish and maintain productive contacts with appropriate officials of the Government, donor agencies and executing agency.
- Excellent computer skills with sound knowledge of word processing, spreadsheets and presentations.

#### PROGRAM ANALYST (Program Monitoring and MIS)

##### Description of Responsibilities

- Review and assess on a monthly and quarterly basis the progress of program implementation activities especially components 1 and component 4 of PEDP-II.
- Collect the necessary data, information, statistics, and documents to provide complete evidence of program implementation progress and to substantiate/verify reports submitted by the EA and other implementation units/organizations;
- Prepare summary reports and/or related documents to provide a status update on the progress of program implementation to DPs and other concerned organization/agencies;
- Assist the Directorate of Primary Education (DPE) and Technical Support Team (TST) consultants in setting priorities for implementation and monitoring of implementation progress, especially activities/items that are behind target and implementation schedules;
- Assist in preparing quarterly progress report and annual progress report on program activities for DPs and other concerned parties;
- Assist in organizing and coordinating activities for Thematic Review Missions (TRM), Joint Annual Review Missions (JARM), Mid-term Review Mission (MTR) especially preparations of background documents, papers, and reports for these activities;
- Carryout any other tasks as may be assigned by the Team Leader and Program Manager;
- Design and develop data bases and management information system (MIS) for PEDP-II especially for the monitoring and reporting of progress of implementation activities;
- Maintain and regularly update the PLU database and MIS based on inputs and records provided by DPE and other PLU Program Analysts;</