

## TENDER NOTICE

Sealed tenders are hereby invited from bonafide businessmen, suppliers, importers for supply, installation & commissioning of medical equipments (Hematology Analyzer) for Holy Family Red Crescent Medical College Hospital.

The tender schedule with terms & conditions may be collected on all working days from the accounts department of the Hospital up to 20.02.2007 on cash payment of Tk. 1,000.00 (non-refundable) per set.

Tenders accompanied with earnest money equivalent to 2.50% of the total quoted amount in the form of Pay Order/Bank Draft from any scheduled bank in favour of Holy Family Red Crescent Medical College Hospital and attested photocopy of up-to-date trade licence, TIN No., Vat, import/distributorship certificate & all other related evidences, if any shall be dropped in the tender box of the Hospital & office of the Secretary General, Bangladesh Red Crescent Society, 684-686, Bara Moghbazar, Dhaka up to 12:00 noon on 22.02.2007 sharp. The tender box will be opened on the same day at 1:00PM in presence of the tenderers, if any, at the hospital.

The Hospital authority reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever & not bound to accept the lowest tender.

D-98

Director

## EMPLOYMENT NOTICE

**Caritas Bangladesh** - a national Voluntary development organization working for the rural poor and disadvantaged people is looking for qualified candidates to fill up the following positions for its Training & Research Institute in Dhaka:

SL	Details of Positions	Educational Qualification and Requirements
1.	<b>Senior Trainer</b> • Post: 1 (One) • Age: Maximum 40 years. In case of experienced & trained candidates in relevant field age may be relaxed. • Salary: Tk. 15,000 (consolidated) per month. • The position will be based in Dhaka. However, she/he will have to go for field training 10 - 15 days per month.	• At least Masters degree preferably with Honors in Social Science with minimum six years working experiences in the field of training in NGOs. • Demonstrated ability to conduct training independently on Advocacy & Networking, Good Governance, TOT, PRA/PLA, M & E, Project Planning & Management, Strategic Planning, Entrepreneurship Development, Micro Credit Management, Report Writing, Human Resource Management, Gender and Development, etc. • Have experience in developing training module, TNA and evaluation of training courses. • Have confidence to conduct training for mid and senior level staff. Be gender sensitive and able to work under pressure. • Fluent in English and Bangla (Writing & Speaking). • Knowledge on ICT particularly on MS Word, MS Excel, Access, Power Point, Graphics.
2.	<b>Trainer</b> • Post: 1 (One) • Age: Maximum 35 years. • Salary: Tk. 12,000 (consolidated) per month. • The position will be based in Dhaka. However, she/he will have to go for field training 10 - 15 days per month.	• At least Masters degree preferably with Honors in Social Science with minimum three years working experiences in the field of training in NGOs. • Demonstrated ability to conduct training on Advocacy & Networking, Good Governance, Group Management, Leadership and Development, Facilitation Skill, Entrepreneurship Development, Micro Credit Management, Gender and Development, etc. • Have experience in developing training module and materials. • Ability to conduct training for field level staff. • Be gender sensitive and able to work under pressure. • Fluent in English and Bangla (Writing & Speaking). • Knowledge on ICT particularly on MS Word, MS Excel, Access, Power Point, Graphics.
3.	<b>Researcher (On Contractual basis)</b> • Post: 1 (One) • Age: Maximum 40 years. In case of experienced & trained candidates in relevant field age may be relaxed. • Salary: Tk. 20,000.00 (consolidated) per month on contractual basis. The contract is renewal per year. Salary may be negotiable for exceptionally experienced applicant. • The position will be based in Dhaka. However, she/he will have to go for field 10 - 15 days per month.	• At least Masters degree with Honors in Social Science, preferably Economics/Sociology. • Seven to eight years working experience in conducting research in NGOs/Research organization. • Demonstrated ability to design research proposal, conduct research and write report independently. • Ability to conduct action research independently. • Have training on PRA and are able to use PRA tools in conducting research/study. • Have strong leadership quality, gender sensitive and able to work under pressure. • Fluent in English and Bangla (Writing & Speaking). • Proficiency in the use of computer programs, specially MS Word, MS Excel, SPSS, Power Point, Graphics.

Selected candidates under serial number 1& 2 will be appointed initially on probation for a period of six months, which may be extended if necessary. Upon successful completion of the probationary period, the appointment may be confirmed according to the existing pay scale & service rules of the organization. After the confirmation, the long term benefits, such as provident fund, gratuity, health care and compensation schemes, etc. will be applicable.

Interested candidates with requisite qualifications are requested to apply in own hand writing along with a complete CV with the names of two referees, two passport size photographs and attested copies of all educational & experience certificates to the following address by 20/02/2007. The existing staff members of Caritas having the above requisite qualifications may also apply through proper channel. Personal contact and smoking will be treated as disqualification for the posts. Women and Adivasi candidates are encouraged to apply. Only short-listed candidates will be called for written test and interview.

Administrative Director, Caritas Bangladesh, 2, Outer Circular Road, Shantibagh, Dhaka-1217.

## Develop a challenging Career in the banking arena Join the Premier Bank

The Premier Bank Limited, a leading new generation Bank in the private sector is diversifying its services and expanding its operations. The Bank has decided to recruit fresh University graduates to build up its own employee cadre and invites applications from Bangladeshi Nationals for taking following challenging position:

Position	Academic Background	Requirement
Management Trainee Officer (MTO)	Masters in Business Administration, Bank Management, Economics, Finance, Banking, Marketing, Management, Accounting, Statistics, Mathematics, Computer Science, English, International Relations, Public Administration or BBA (4 years) from reputed Institution / recognized University.	Minimum 2 (two) first division / class or equivalent, no third division / class. CGPA 3.00 and above will be treated as first division.

### Other Requirements

- Candidates must be of exceptional promise and aptitude to face the challenge.
- Candidates should not be over 30 (thirty) years as on 28.02.2007
- Candidates will have to appear for a written test. Short-listed candidates will be called for viva / interview and final selection.
- All selected Officers shall have to serve the bank atleast for 2 (two) years.
- During the probation period of one year MTO will get consolidated Tk. 18,000/- per month and on confirmation they will be designated as Senior Officer and will get total Tk. 23,000/- in the scale of Tk. 12,000-1,200-24,000.
- Candidate will require to submit a Pay-order for Tk. 200/- (non refundable) in favour of The Premier Bank Limited along with application.

No CV will be received by hand.

CV should maintain a sequence i.e. Name, Father's Name, Mother's Name, Mailing Address with phone number, Permanent Address with home district, Date of birth, Education, Experience (if any) and other information with name of two reference. Please send application alongwith 2 (two) copies of recent passport size photograph within 28 February 2007 to Human Resource Division

The Premier Bank Limited

**Premier Bank**  
service first

WE ARE HIRING!

**Palma**  
Group of Industries

We are a company which believes in empowering people. Last year we did business worth US Dollars 80 Million and have great plans for the road ahead.

Here is an invitation to all the people capable and confident enough, to handle success.

If you are person with a decent academic qualifications and a relevant experience of garment merchandising and marketing, please send us your CV so that we can have further discussions. We are looking for.....

1. Merchandising Managers, with about 10 years of relevant experience.
2. Senior Merchandisers, with about 7 years of relevant experience.

Positions are available in our garment division (knit/woven) as well as our sweater division.

To manage an increasing number of personnel we are also looking for Manager/Assistant Manager in our HRM Department. Ideal candidate would be a Post Graduate Diploma in Personnel Management, with about 7 years of experience.

Apply at jobs@palmalgarments.com or send your CV to HRM, Palma Group, House # 16, Road # 30; Gulshan -1, and Dhaka on or before February 19, 2007

**CAS**  
BANGLADESH  
Join the Global Leader  
of Digital Scales

CAS, the Global Leader of Digital Scales with state-of-the-art manufacturing facilities based in South Korea having direct sales-networks to over 100 countries around the globe, requires talented, dynamic, hardworking personnel to fulfill the following positions for its BANGLADESH OFFICE.

1. Manager-Planning, Sales & Marketing: The candidates should be Masters/MBA preferably in marketing having 5-6 years practical experience on Planning, Sales & Marketing in any reputed marketing company (experience in Digital Scales marketing would be added advantages).
2. Executive - Sales: The candidates should be Masters/MBA preferably in Marketing. 2-3 years experience on sales in any marketing company would be given preference.
3. Asst. Manager-Accounts: The candidates should be Masters/MBA (Accounting)/CA Intermediate having 4-5 years practical experience in any reputed company.
4. Executive - Technical Service: The candidates should have Diploma in Electrical Engineering having 3-4 years technically practical experience. The technical know-how of Digital Scales is the must for the candidates.

Interested candidates fulfilling the criteria for the above positions are encouraged to apply with complete resume mentioning contact phone no, along with a recent P.P. size photograph within 18th February, 2007 to the following address. Please mention on the top of envelop the position you are applying for.

CAS SCALE (BD) PVT. LTD.  
Haque Chamber (1st Floor)  
89/2, West Panthapath  
(Beside Samanta Hospital)  
Dhaka-1215, Bangladesh

C-303

### O-A Level Tuition Wanted

Rakib/Buet/Electrical/Final year Samin/Buet/Mechanical/Ex-Vqarunnes/want to teach Std VI to A Level Physics/Math/Chemistry/Math-B  
All subject- 0152-481192

Looking for **Tuition English Teacher ?**  
Rana Sir  
B.A (Hons) M.A (English) DU  
Contact: 01713-030838 (T&T)  
flat-104, H-29, R-14/A, Dhanmondi.

**CAR SALE**  
TOYOTA STARLET  
98 BLACK, 2 DOOR  
ORIGINAL SPOILER  
SHOWROOM CONDITION.  
CONTACT 01720448744

**CAR SALE**  
SELF-DRIVEN  
CARINA Ti, Model: 2000  
1500 CC, Top Condition.  
Contract: 0191-5647566

First time published in Bangladesh  
at Ekushey Book Fair 2007  
**Magic Eye 3D**  
আলি চোখে দেখুন  
সম্পূর্ণ তিমাতিক ছবি  
3D optical illusion

**MUST**  
GARMENT CORPORATION LTD

### Exciting Global Opportunities for Professionals in Apparel Manufacturing

Headquartered in Hong Kong, we are a multinational garment manufacturing & export group with facilities in Bangladesh, Bahrain, Egypt and China. In line with our expansion plans, we invite result oriented professionals, who are driven by quality and service, to apply for the following positions.

#### Personnel Manager (Ref:HR)

- Should hold a MBA/MSW /LLM from a reputed University with expertise in Labor laws, buyer compliance, code of conduct and regulations of the country.
- Should be working in garment industry for 15 years at a similar Senior Management position
- Should be able to make HR management policies, procedures and ensure effective implementation of the same. Proven record of achievements in the Human resource management, development and leadership quality
- Ability to communicate with the work force & motivate them towards the targets
- Should be a dynamic person with innovative mind set for continuous development of HR

#### General Manager - Production (Ref:PM)

- Age :28-35 years; Graduate, with specialisation in garment mfg technology from NIFT or equiv.
- Minimum 10 years experience in similar position of a unit with a minimum of 1000 machines.
- Must have detailed hands on knowledge of Industrial Engineering.
- Should have good analytical and managerial skills to handle the labour force as well as lead a team of technicians.
- Must have practical and hands on knowledge of production planning systems in the garment manufacturing industry.

#### Maintenance Manager (Ref:MM)

- Mechanical engineer with 10 years in garment trade of which 5 years in similar capacity with reputed garment factory
- Should be capable of understanding & operating all types of modern sewing machines.
- Should be able to suggest appropriate attachments suited to a particular style to increase the productivity.
- Besides sewing machines, knowledge of washing machines, tumblers, boilers, building maintenance will be preferred.

#### General Manager - Technical (Ref:TM)

- Age :33-42 years; Graduate, specialised in pattern making & garment mfg from a reputed institute.
- Minimum 15-20 year's relevant experience in manufacturing of casual mens & ladies bottoms/tops.
- Experienced in assembly line production, well versed with machines, folders, workers training on speed.

#### General Manager - Quality Assurance (Ref:QAM)

- Age :33-42 years; Graduate, specialised in quality systems in garment mfg from a reputed institute.
- 10-12 years hands on experience in garment trade & at least 4 years in similar capacity with reputed garment factory.
- Must have full knowledge of American 4 PT inspection system and all lab-testing requirements.
- Understanding of patterns, working knowledge of quality systems to be followed from cutting thru packing is a "must".

#### Chief Accountants (Ref: CA)

- Should be CA/ M.Com /CMA /MBA with excellent analytical skills & EXCEL skills
- Should be experienced in accountancy for 10-15 years preferably Garment Industry
- Should be conversant with Garment manufacturing accounts & audits thereof with a clear understanding of accounting
- In-depth exposure to any of the specific areas of Payroll, Budgets, MIS, Stores Accounting, Export Banking, Logistics, Purchases would be distinct advantage.
- Responsible for monitoring Budgets, expenses and statutory payments.
- Should be well conversant with Budgets, Cash Flows, MIS, Material Accounts, Finalization of Accounts, monthly results.

#### Senior Accountants (Ref: SA)

- Should be CA/ M.Com/CMA semi qualified with excellent analytical & EXCEL skills
- Should be experienced in accountancy for 5 to 10 years preferably in Garment Industry
- In-depth exposure to any of the specific areas of Payroll, Budgets, MIS, Stores Accounting, Export Banking, Logistics, Purchases would be distinct advantage
- Should be responsible for controlling expense heads and ensuring adherence to budgets
- Would be responsible for preparation of final Accounts, MIS and assigned budgets

#### Mis Manager (Ref: MIS)

- BE/MCA Graduates with min 8 years experience.
- Windows 2000/2003 Servers & TCP/IP Networking knowledge required.
- Experience in Lotus Domino 7.0 Servers & clients; Oracle DB; CISCO Routers, CheckPoint Firewalls are required.
- Experience in Developing Software & ERP Implementations will be preferred.
- Candidates with MCSE, CCNA, CLP & CCSA Certifications is a must and will be preferred.

We offer competitive salary which is commensurate with experience and qualifications.  
If you aspire to an exciting and rewarding career, send your detailed resume, quoting your present and expected salaries to Jobs.BD@MustGarment.com and add the Ref:code to the subject.

