হ্রাসকৃত মূল্যে গুলশানে রেডি ফ্ল্যাট বিক্রয়

এই মুহূর্তে বসবাসের উপযোগী গুলশানে ২৫৫০ বর্গফুটের রেডী ফ্ল্যাট হ্রাসকৃত মূল্যে বিক্রয় হইবে ও পূর্ব গুলশানে লেকের পাড়ে ২১০০ ও ২০০০ বর্গফুটের এবং লালমাটিয়ায় ১৭০০ ও ১২৫০ বর্গফুটের নির্মানাধীন ফ্ল্যাট বিক্রয় চলিতেছে।
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Key Responsibilities:
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- Provide administrative, logistic and financial management support to the hub office staff
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- Follow-up different types of work like, procurement, banking and other administrative activities as delegated by the regional office
- Maintain liaison with regional office program & support section
- Ensure logistic and materials support during meeting/workshop

Qualification and Competencies:
- Bachelor Degree in any discipline preferably in commerce.
- 2 year's experience in administration and secretarial works.
- Good command of both written and oral English.
- Good computer skills on standard software and typing skill on Bangla Software.
- Skills in providing logistics support.
- Skills in store maintenance.
- Skills in document management/filing.
- Able to deal with routine work and managing multiple work.
- Motorcycle driving ability and possession of valid driving license will be added advantage.

Compensation: Gross Salary for the position is approximately **Tk.10,500,000 per month, plus** other admissible benefits as per organizational policy.

Interested candidates who fulfill the above requirements are requested to drop or mail their CVs (with cover letter, recent passport size photograph, and names/addresses of two non-relative referees) at **CARE-Bangladesh, 20-21, Kawran Bazar, Dhaka by addressing Section Manager-HRM, HRD&M Department on or before March 24, 2007.**

Note: Women are particularly encouraged to apply. Any persuasion will disqualify the candidates. Internal and external applicants shall be treated equally in the entire selection process. Applicants who have relatives in CARE are discouraged to apply. Only short listed candidates shall be invited for the interview. Please write the position applied for at the top right hand corner of the envelope.

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Cautionary Legal Notice

All are hereby informed that the property described in schedule below belonged to one Begum Ashrafunnesa who entered into Agreement with **Sheltech (Pvt.) Ltd.** on 15-03-2005 for making construction of apartments building in the said land and she also appointed Sheltech (Pvt.) Ltd. as constituted Attorney and delivered possession of the said property to Sheltech (Pvt.) Ltd. and that the said Ashrafunnesa died on 26-06-05 leaving Iva Huda, Rumana Yasmin, Mahima Rahman, Fatema Munjerina, Jamilur Rahman and Hedayet Wahab as her heirs and as the said heirs of late Ashrafunnesa failed to execute Power of Attorney appointing Sheltech (Pvt.) Ltd. Sheltech filed title suit no. 53/2007 in the court of First Joint District Judge, Dhaka and the said suit is pending for hearing and application of Sheltech (Pvt.) Ltd. the court was pleased to grant adinterim order directing the heirs of late Ashrafunnesa to maintain statusquo with regard to enter any agreement and transfer of the property to any other party.

Schedule

Land of Plot No. 7/B, Block C.W. N. (A), Road No. 47 and 49, Gulshan Model Town, Dhaka.

For Sheltech (Pvt.) Ltd.
Md. Latfe Alam, Advocate
Bangladesh Supreme Court, Dhaka.

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Tel : 835-7529, 933-8783, 01819-225881, 01716-878042 ,E-mail : info@wisbd.net

বাংলাদেশ ওভারসীজ এমপ্লয়মেন্ট এ্যান্ড সার্ভিসেস লিঃ (বোয়েসেল)

BOESL
প্রবাসী কল্যাণ ও বৈদেশিক কর্মসংস্থান মন্ত্রণালয়
ওয়েজ আর্নার্স হোষ্টেল কমপ্লেক্স (৫ম তলা) ৭১-৭২ এলিফ্যান্ট রোড, ইস্কাটন গার্ডেন, ঢাকা।
বিজ্ঞপ্তি নং ১১৮২/২০০৭ (রাষ্ট্রীয় অতিথি ভবন "মেঘনার" পশ্চিম পার্শে) তারিখঃ-১২/০৩/২০০৭ইং

দুবাইতে নিয়োগ

দুবাইস্থ একটি প্রতিষ্ঠিত কোম্পানীতে সিভিল কনষ্ট্রাকশন প্রজেক্টের জন্য নিম্নে বর্নিত পদসমূহে ইঞ্জিনিয়ার ও টেকনিশিয়ান নিয়োগ করা হবে।

ক্রমিক নং	পদের নাম	মাসিক বেতন (দেরহাম)
০১	সিনিয়র সিভিল ইঞ্জিনিয়ার (Sr. Civil Engr)	৮৫০০-৯০০০/-
০২	জুনিয়র সিভিল ইঞ্জিনিয়ার (Jr. Civil Engr)	৫০০০/-
০৩	সিনিয়র কোয়ানটিটি সার্ভেয়ার (Sr. Quantity Surveyor)	৬৫০০-৭০০০/-
০৪	জুনিয়ার কোয়ানটিটি সার্ভেয়ার (Jr. Quantity Surveyor)	৪০০০-৪৫০০/-
০৫	ল্যান্ড সার্ভেয়ার (Land Surveyor)	৪৫০০-৫০০০/-
০৬	ড্রাফটসম্যান (Draftsman)	৪০০০/-
০৭	সিভিল ফোরম্যান (Civil Foreman)	৩০০০-৩৫০০/-
০৮	সিভিল চার্জ হ্যান্ড (Civil Charge hand)	৯০০-১০০০/-
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১০	হেভী ড্রাইভার (Heavy Driver)	২০০০-২২০০/-
১১	লাইট ড্রাইভার (Light Driver)	১০০০-১২০০/-

সকল পদের প্রার্থীদের স্ব স্ব কাজে ন্যূনতম ৫-৭ বৎসরের বাস্তব অভিজ্ঞতা থাকতে হবে।

চাকরীর অন্যান্য শর্তাবলীঃ
- ক্রমিক নং ০১-০৭ পদের প্রার্থীদের স্ব স্ব পদে বি.এস.সি ইঞ্জিনিয়ারিং পাশ হতে হবে। ক্রমিক নং ০৮ পদের প্রার্থীর ডিপ্লোমা পাশ হতে হবে। ক্রমিক নং ০৯-১১ পদের প্রার্থীদের বৈধ লাইসেন্স থাকতে হবে।
- ক্রমিক নং ০১-০৮ নং পদের প্রার্থীদের বাসস্থান, যাতায়াত, চিকিৎসা ও চাকরিতে যোগদানের বিমান ভাড়া নিয়োগকর্তা বহন করবে।
- ক্রমিক নং ০৯-১১ নং পদের প্রার্থীদের খাওয়া, বাসস্থান, যাতায়াত, চিকিৎসা কোম্পানী বহন করবে ও চাকরিতে যোগদানের বিমান ভাড়া প্রার্থীর নিজের।
- ক্রমিক নং ০১-০৭ পদসমূহের জন্য বোয়েসেলের সার্ভিস চার্জ ৬০,০০০/- (ষাট) হাজার টাকা, ক্রমিক নং ০৮ পদের সার্ভিস চার্জ ৩৫,০০০/- (পঁয়ত্রিশ) হাজার টাকা, এবং ০৯-১১ পদ সমূহের সার্ভিস চার্জ ২৫,০০০/- (পঁচিশ) হাজার টাকা।
- চাকরির অন্যান্য শর্তাদি ইউ.এ.ই এর শ্রম আইন অনুযায়ী প্রযোজ্য।

আগ্রহী প্রার্থীদের টেলিফোন নম্বর উল্লেখ পূর্বক ২ (দুই) কপি জীবন বৃত্তান্ত, ২ কপি পাসপোর্ট সাইজের রঙ্গীন ছবি, সকল যোগ্যতা ও অভিজ্ঞতা সনদপত্রের একসেট ফটোকপি এবং পাসপোর্টের ফটোকপি (যদি থাকে) সহ আগামী ২২/০৩/২০০৭ তারিখের মধ্যে অত্র অফিসে জমা ও বোয়েসেলের ডাটাবেইসে নাম তালিকা ভুক্তির করার জন্য অনুরোধ করা হল।

ব্যবস্থাপনা পরিচালক।

SOUTHEAST UNIVERSITY

House No. 64/B, Road No. 18, Banani, Dhaka-1213

FACULTY SEARCH

Applications in the prescribed form obtainable from the office of the Registrar are invited from the Bangladeshi nationals for the following posts of this University

Name of the Posts	Requirements
Professor under the School of Business Studies	PhD in the relevant subjects like Management, Marketing, Accounting, Finance and Quantitative Analysis/ Operation Research with at least 15 years' teaching experience at the University level of which 4 years must be as an Associate Professor and 11 research papers published in standard journals.
Assistant Professor under the School of Business Studies	At least Master's degree with Honours at the Bachelor's level in the relevant subjects like Management, Marketing, Accounting, Finance and Quantitative Analysis/ Operation Research preferably an MBA. Candidates should have at least 3 years' teaching experience at the University level and 2 research papers published in standard journals. Candidates with PhD will be preferred.
Lecturer under the School of Business Studies	At least a Master's degree with Honours at the Bachelor's level in the relevant subjects like Management, Marketing, Accounting, Finance and Quantitative Analysis/ Operation Research preferably an MBA. Candidates should have at least three First Class/equivalent in all the examinations passed.

Salary will be offered as per Pay-scale of this University. Higher start of pay is possible for deserving candidates. Qualifications may be waived in case of exceptionally suitable candidates. Only short-listed candidates will be called for interview. Applications with complete bio-data with the names of two referees along with attested copies of certificates and mark sheets and two copies of passport-size photograph should reach the Registrar of this University at the above address on or before 31.03.2007. Candidates may also download the Application form from the University website : www.seu.ac.bd.

For every post, North American Degrees will be preferred.

REGISTRAR

Position Vacancy Announcement

The United States Agency for International Development/Bangladesh (USAID) invites applications from Bangladeshi nationals for the position of **Project Management Specialist** for its Food and Disaster Management Unit (FAD) under the Office of Economic Growth, Food and Environment (EGFE).

The incumbent serves as a specialist in the following three key categories: a) Food for Peace; b) Food Aid Project Management; and c) Mission Disaster Management.

Food for Peace: The incumbent serves as the principal advisor to USAID's Food for Peace Officer (FFPO) and to the Mission on food-aid assisted relief and development polices and programs. S/he also advises partners on all aspects of food-assisted development and program progress and manages the FAD unit's administrative and financial activities. The incumbent provides strategic guidance in program design, management and evaluation.

Food Aid Project Management: The incumbent is responsible for the design, management and evaluation of food aid and development assistance programs. S/he liaises with relevant USAID bureaus on Public Law (PL) 480 Title II programs progress, issues and impact. S/he also serves as the primary officer on selected programs which aim to improve rural and urban infrastructure, develop local government and community capacities and enhance disaster preparedness and response. The incumbent provides strategic guidance and periodic backstopping to relevant programs.

Mission Disaster Management: The incumbent supports pre-disaster reporting and post-disaster responses. S/he helps in coordinating the US Mission's disaster preparedness and responses with other donors, civil society organisations and the Government of Bangladesh.

QUALIFICATIONS REQUIRED:

1. Education: A Masters degree from a recognised university in Economics, Statistics, Social Science, Business Administration/Management or Agriculture or a closely related development field is required. Possession of Disaster Management Training Certificate from an international/recognised institution is desirable.

2. Language Proficiency: Excellent communications skills, reading, writing and speaking abilities in Bangla and English required.

3. Prior Work Experience: From 6 to 8 years of progressively responsible experience in design, management, and accountability of development and relief activities through food aid in combination with other resources, and knowledge of Food Assistance Program requirements and procedures is required. At least five years of experience in Disaster Management is required. Experience in climate forecasting and disaster management response mechanisms and implementing organisations, damage and needs assessments, situation reporting, and related relief and rehabilitation efforts are desirable.

4. Knowledge: A thorough knowledge of the Government of Bangladesh (GOB) including international donor organisations policies, laws, regulations, and operational procedures related to food security policy and food aid with a particular understanding of Food Assistance Program supported activities, project documentation, design and implementation procedures, and GOB food supply and distribution systems. Knowledge of GOB and international donor organisations policies and regulations relating to disaster management is required. Knowledge of gender in development principles and demonstrated experience in their application.

5. Skills and Abilities: The position requires a high degree of competence, professional maturity and experience in the understanding of food security issues such as access, availability, utilisation and risk. Requires excellent technical, managerial and inter-personal skills with an in-depth understanding of the inner-workings of the GOB and international donor organisations, particularly of the livelihood security improvements and disaster management sectors. Must be able to quickly review and comment on reports, studies and other documents prepared by implementing partners. Ability to direct or guide expatriate resource personnel in the conduct of their assignments that deal with a multitude of stakeholders.

Required computer skills include ability to use Microsoft Excel Spreadsheet special features to analyse technical and complex data on flood forecast, inundation maps for the Mission reporting and response. Requires Microsoft application skills for power point presentation of the program performances.

Interested applicants must submit a resume along with a recent photograph and a one page cover letter stating their level of education, experience, etc. that describes key experiences and perspectives which demonstrates how they qualify for this position. Please submit to the USAID Human Resources Section, GPO Box 2593, Ramna, Dhaka-1000, **no later than April 5, 2007.** Applications received beyond the date specified will not be considered. Only short-listed candidates will be notified.

D-240

North South University

Faculty Search Full Time Teaching Positions

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Department of Environmental Science and Management — Professor /Associate Professor (1) Assistant Professor (1) Lecturer (1)
• Environmental Science/ Economics/ Resource Economics • Corporate Environmental Management

Department of General and Continuing Education — Assistant Professor/ Lecturer (1)
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Qualifications Required

- *Master degree from a reputable preferably North American University for Lecturer position*
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- *Adequate teaching and research experience and publications for Associate Professor & above*

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The Vice Chancellor
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12 Kemal Ataturk Avenue, Banani, Dhaka-1213, Bangladesh
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Admission office remains Open on Fridays

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