

Pakistan International Airlines (PIA)

Vacancies

GSA of Pakistan International Airlines (PIA) invites application from smart, energetic, highly motivated and result oriented persons having 1-2 years experience in relevant discipline for immediate appointment in the following vacancies:

- Secretary to the MD / Director
- Executive - Ticketing & Reservation (electronic, on-line)
- Executive - Airport Duties (Check-in, Departure control)
- Executive - PR / Customer Relation / Facilitation

Requirements: Masters / BBA / 'A' level, Computer operation skills, Excellent English ability both written & spoken.

Interested Candidates are requested to forward their personal resume, any letters of reference, a recent photograph and contact telephone number to **THE ADVERTISER, GPO BOX NO: 944** within 10 (ten) days of the publication of this advertisement.

এন্টারপ্রাইজ প্রোথ এন্ড ব্যাংক মডার্নাইজেশন প্রজেক্ট (ইজিবিএমপি)

অর্থ বিভাগ, অর্থ মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

১১/৩ টেনেবি সার্কুলার রোড (৭ম তলা), মতিঝিল, ঢাকা

প্রাইভেট কার ও মাইক্রোবাস ভাড়ার দরপত্র বিজ্ঞপ্তি


এন্টারপ্রাইজ প্রোথ এন্ড ব্যাংক মডার্নাইজেশন প্রজেক্ট (ইজিবিএমপি)-এ ব্যবহারের জন্য টেনেবি সিডিউলে উল্লিখিত শর্ত সাপেক্ষে প্রতিটি কমপক্ষে ১৫০০ সিসি বিশিষ্ট ০২ (দুই)টি প্রাইভেট কার (এসিসহ) এবং প্রতিটি কমপক্ষে ১৬০০ সিসি বিশিষ্ট মাইক্রোবাস (এসিসহ) ভাড়া করার জন্য প্রকৃত মালিকদের নিকট থেকে সীলমোহরকৃত দরপত্র আহবান করা যাচ্ছে। ১৯৯৮ মডেলের পূর্ববর্তী কোন প্রাইভেট কার ও মাইক্রোবাস গ্রহণযোগ্য হবে না। দরপত্রসমূহ আগামী ১৭/০৪/২০০৭ তারিখ বেলা ১২.০০ (বার) ঘটিকার মধ্যে ১১/৩, টেনেবি সার্কুলার রোড (৭ম তলা), এন্টারপ্রাইজ প্রোথ এন্ড ব্যাংক মডার্নাইজেশন প্রজেক্ট (ইজিবিএমপি) এর অফিস কক্ষে রক্ষিত টেনেবি ব্যাগে জমা দেয়া যাবে এবং একই তারিখ বেলা ১২.৩০ ঘটিকার সময় দরপত্রদাতাদের সামনে (যদি কেউ উপস্থিত থাকেন) প্রাপ্ত দরপত্রসমূহ খোলা হবে।

২। টেনেবি সিডিউলের মূল্য ৫০০/- টাকা (অফেরতযোগ্য) অফিস চলাকালীন সময়, ১১/৩, টেনেবি সার্কুলার রোড (৭ম তলা), এন্টারপ্রাইজ প্রোথ এন্ড ব্যাংক মডার্নাইজেশন প্রজেক্ট (ইজিবিএমপি) এর হিসাবরক্ষণ কর্মকর্তার নিকট সিডিউলের মূল রশিদ মূলে নগদ জমা দেয়া সাপেক্ষে ১৫/০৪/২০০৭ তারিখ অফিস চলাকালীন পর্যন্ত এতদ্ সম্পর্কিত শর্তাবলী সম্বলিত সিডিউল সজ্ঞা করা যাবে।

৩। কর্তৃপক্ষ কোন কারণ দর্শানো ব্যতিরেকে যে কোন দরপত্র গ্রহণ বা বাতিল করার ক্ষমতা সংরক্ষণ করেন।

মোস্তা মনসুর আহমেদ
মুদ্রা-সচিব
অর্থ বিভাগ, অর্থ মন্ত্রণালয়
ও
প্রকল্প সমন্বয়কারী/প্রকল্প পরিচালক
ইজিবিএম প্রকল্প
জিডি-৭৭৩
ফোন: ৭১৬৫-৩৯০

VACANCY ANNOUNCEMENT



UNDP Bangladesh

The ASICT (Assistance to SICT) Project, a collaborative effort between the Government of Bangladesh and UNDP, is supplementing SICT (Support to ICT Task Force) efforts by providing support for implementation of comprehensive ICT systems in the Planning Division, ERD and IMED. The aim is to enhance effectiveness and efficiency of work processes and procedures and integrate decision making and development efforts of these divisions by enabling offices in the three divisions to access each other's resources and databases instantaneously, share electronic files and documents and communicate more efficiently.

Under coverage of the ASICT Project, United Nations Development Programme (UNDP) in Bangladesh invites applications from highly qualified, energetic, proactive and experienced Bangladeshi nationals for recruitment in the following posts with attractive salary packages and benefits.

1. Capacity Development Specialist (One Position) : Duration is one year with possibilities of extension, & Duty Station is Dhaka.

Duties & Responsibilities: The incumbent has to (a) plan and develop a comprehensive ICT training Programme under the project for members of the relevant government divisions; (b) identify training needs, supervise and design training modules, and provide guidance to ICT trainers in preparing training modules and course materials; (c) develop on the job and off the job training schedules; (d) manage in-house trainers and schedule of external trainers, (e) track the post training activities of the trainees to analyze effect of training and determine follow up training needs; (f) prepare training and progress reports; and (g) carry out any other related tasks as may be assigned by the Programme cluster to attain Programme outcome.

Required Qualifications and Experience: The incumbent must have a Master's degree in management or any management-related subject including Business Administration or Social Sciences with at least 5 years of relevant work experience. Relevant work experience with any International Donor organization/project will be an added advantage. The incumbent must also have extended experience in ICT training program management, Demonstrated results-oriented approach to work and proven experience in change management (changing the mindset of trainees) and capacity building through training and motivation.

2. System Analyst (One Position) : Duration is one year, & Duty Station is Dhaka.

Duties & Responsibilities: The incumbent has to a) design the system requirements of the offices to be inter-connected under the project, primarily Planning Division, IMED and ERD, (b) design the architecture for systems integration as required, (c) prepare plans for optimal data storage and retrieval procedures, (d) prepare plans for metadata standardization, (e) assist in preparing RFP for outsourcing, (f) assist in monitoring of vendor's activities regarding database design, (g) transfer knowledge to relevant government officials and staff through formal training and other informal means to ensure sustainability of the system after the project ends, and (h) carry out any other related tasks as may be assigned by the Programme cluster to attain Programme outcome.

Required Qualifications and Experience: The incumbent must have at least a Bachelor's degree in Computer Science/Engineering from with specialization in Software Development and System Analysis, with at least 5 years of relevant work experience. Experience in the Industrial Standard Certifications will be a plus. Experience with Linux environment as well as Open Source Systems will be a plus. The incumbent must also have sound knowledge in analysis of complex systems in the public and private sectors and in writing up of technical documents. Experience in designing and implementation of integration of systems. Extensive knowledge of data mining, data warehousing and meta-data standardization. Knowledge in distributed database management and access control, Experience with Oracle and SQL Server, My SQL.

3. System Administrator (One Position) : Duration is one year, & Duty Station is Dhaka.

Duties & Responsibilities: The incumbent has to (a) prepare and/or verify user requirements related to network; (b) perform requirement analysis and design for communication and networks to setup LAN and WAN Systems, Workstations, Proxy Server, Web Server, Database Server, Mail Server; (c) help prepare Request for Proposals (RFP) to procure; (d) perform quality assurance and timeliness of external parties activities related to network establishment and maintenance; (e) prepare System Administration procedures, for LAN System, Mail/Proxy/Web/Database Server; (f) prepare disaster and recovery plan (periodic backup of data, install Anti Virus and regular updating of virus definition file); (g) transfer knowledge to relevant government officials and staff through formal training and other informal means to ensure sustainability of the system after the project ends; and (h) carry out any other related tasks as may be assigned by the Programme cluster to attain Programme outcome.

Required Qualifications and Experience: The incumbent must have at least a Bachelor's degree in Computer Science/Engineering with specialization in Software Development and System Analysis, with at least 5 years of relevant work experience. Experience in the Industrial Standard Certifications: MCSE, CCNA and Oracle will be a plus. The incumbent must also have sound knowledge Experience in TCP/IP Networking, Proxy server, UNIX / Linux, IIS and Windows 2000 Advanced Server, Development tools - Visual Studio, MS Macromedia products, DHTML, XML, PHP, ASP, Java Script, Perl and CGI, preferably experience of working with Open Source Systems.

4. Database Administrator (One Position) : Duration is one year, & Duty Station is Dhaka.


Duties & Responsibilities: The incumbent has to (a) assist in designing relational and object oriented (internet accessible) databases relevant to the project; (b) prepare plans for integration of different databases in offices that will be connected through WAN; (c) maintain user accounts/password, audit trails, and access control of the systems; (d) prepare plans for optimal data storage and retrieval procedures; (e) prepare plans for metadata standardization; (f) work with consultants and other external parties to plan and implement databases; (g) assist in monitoring of external parties' activities regarding database design; (h) transfer knowledge to relevant government officials and staff through formal training to ensure sustainability of the system after the project ends; and (i) carry out any other related tasks as may be assigned by the Programme cluster to attain Programme outcome.

Required Qualifications and Experience: The incumbent must have at least a Bachelor's degree in Computer Science/Engineering with at least 5 years of practical work experience. Experience with Oracle and SQL Server, My SQL will be a plus. The incumbent must also have strong sound knowledge of data mining and data warehousing, distributed database management and access control, preferably experience of working with Open Source Systems. Experience in the Industrial Standard Certifications will be a plus point.

All incumbents must also have strong analytical, communication, networking and representational skills, strong ability in both spoken and written Bangla and English, ability in establishing and maintaining good working relationships to facilitate work goals with minimum supervision. Previous work experience with the government or Multinational companies will get preferences.

Submission of Application: Application should be marked 'Confidential' and the position applied for should be clearly written on the envelope. Application including curriculum vitae and a recent passport-size photograph should be sent to the Assistant Country Director (Human Resources), UNDP Dhaka, GPO Box: 224, Dhaka-1000, or deposited into the Deposit Box at the IDB Bhavan (Ground Floor), E/8-A Begum Rokeya Sharani, Agargaon, Dhaka-1207 by 27 March 2007. Any Attempt to influence the selection process will result to automatic disqualification of the recommended candidate. Detailed post Description can be downloaded from the following website: www.un-bd.org/undp/jobs.

Women candidates are especially encouraged to apply.
UN Offices are a smoke-free work environment.



UNDP Bangladesh

খোলা দরপত্র বিজ্ঞপ্তি

স্বাক্ষর নং: সিবি/এস/০৩/০০২/০৭/৭৩০৭
বিজ্ঞপ্তির ক্ষমতায় নং টি-১ ফর্ম এর মাধ্যমে নিম্নবর্ণিত কার্যের জন্য সীলমোহরকৃত দরপত্র আহবান করা যাইবে:

১। মন্ত্রণালয়/বিভাগ	১। বিদ্যুৎ, জ্বালানী ও বনিত্ব সম্পদ/বিত্ত্ব বিভাগ।
২। এজিলি	২। বাংলাদেশ বিদ্যুৎ উন্নয়ন বোর্ড।
৩। কার্যের জেলা	৩। ঢাকা।
৪। কার্যের নাম	৪। বিদ্যুৎ ও বিতরণ বিভাগ, বিউসি, টানপুরের অনুসূচিত ব্যক্তিগত বাণিজ্যিক মালিকানা পরিবর্তন কাজ।
৫। প্রাপ্তি নম্বর	৫। খোলা দরপত্র।
৬। ব্যান্ডার টিকা	৬। টি: ১১,০০০/- (এগার হাজার পাঁচশত) মাত্র বাংলাদেশের যে কোন সিডিউল ব্যাংক ইইভি ব্যাংক ড্রাইট/পে-অর্ডার আকারে উপস্থাপিতব্য, আধিন বিউসি, জুমিয়া ব্যবহারে দাবি করা হবে। অন্যান্য দরপত্র বাতিল বলিয়া গণ্য হইবে।
৭।	৭। বিউসির হাল ন্যায়ম আধিনবৃত্ত টিকাদার।
৮।	৮। টি: ৫০০/- (পাঁচশত) মাত্র প্রতি টেট অফেরতযোগ্য।
৯।	৯। (ক) প্রধান প্রকৌশলীর দপ্তর, বিতরণ, জুমিয়া অফিস বিউসি, জুমিয়া (দপ্তর গ্রহণের অনুমতিক্রমে)।
	১০। (খ) তত্ত্বাবধায়ক প্রকৌশলীর দপ্তর পরিচালন সংরক্ষণ সেকশন, বিউসি, জুমিয়া। (দপ্তর গ্রহণের অনুমতিক্রমে)।
	১১। (গ) নিম্নাঙ্ককারীরা অনুমতিক্রমে, পূর্ববর্তী ব্যাংক সি, মুক্তন বাজার পাখা, টানপুর।
	১২। নিম্নাঙ্ককারীর দপ্তর।
	১৩। ১৫-০৪-২০০৭ ইং
	১৪। ১৬-০৪-২০০৭ ইং বেলা ১২-০০ টা পর্যন্ত।
	১৫। ১৬-০৪-২০০৭ ইং বেলা ১২-০০ টা।
	১৬। ১ (এক) ব্যক্তি।
	১৭। উক্ত দরপত্রের সকল কার্যক্রম সিবিআর-২০০৩ এর শর্ত মোতাবেক পরিচালিত হইবে।
	১৮। নিম্নাঙ্ককারী কোন কারণ দর্শানো ব্যতিরেকে যে কোন অবস্থা সত্ত্বে দরপত্র বাতিল করার ক্ষমতা সংরক্ষণ করেন।
	১৯। দরপত্র আহবানকারী কর্মকর্তার নাম।
	২০। দরপত্র আহবানকারী কর্মকর্তার পদবী।
	২১। দরপত্র আহবানকারী কর্মকর্তার ঠিকানা।
	২২। দরপত্র আহবানকারী কর্মকর্তার সঠিক যোগাযোগের মাধ্যম।

নিম্নাঙ্ক/জম-১২৪২(৩)/১৫-০-০৭
জিডি-৮০৮

প্রকৌশলী একে দাশ গুপ্ত
নির্বাহী প্রকৌশলী,
বিত্ত্ব ও বিতরণ বিভাগ,
বিউসি, টানপুর।

VACANCY ANNOUNCEMENT

In partnership with the Prime Minister's Office (PMO), UNDP Bangladesh has established an ICT4D Programme titled, "Access to Information (A2I)", to provide knowledge and technical advisory assistance to e-Governance Cell, Government of Bangladesh to perform its role as a national nodal body for e-Governance. Under coverage of the project, United Nations Development Programme (UNDP) in Bangladesh invites applications from highly qualified, energetic, proactive and experienced Bangladeshi nationals for recruitment to the following posts with attractive salary packages and benefits.

1. Policy Advisor (e-Governance) - (One Position) : Duration is one year, & Duty Station is Dhaka.

Duties & Responsibilities: The incumbent has to (a) carry out cross-functional tasks, including preparation of policy advisory papers and conduct briefings, integrating the concepts of e-governance and e-citizen services policy issues; (b) coordinate and collaborate directly with e-Governance stakeholders to facilitate the formulation and facilitation of e-Governance enabling environment projects; (c) conduct and facilitate multidimensional consultations and discussion on e-Governance aspects; (d) carry out adequate travel to different regions of Bangladesh to facilitate regional stakeholder consultation and system awareness building; (e) guide e-Governance Policy Consultant and Research Assistant in setting e-Governance Vision and relevant policy issues; (f) conduct internal implementation review through effective monitoring and evaluation, review deliverables, and prepare and present quarterly progress reports to the Programme Implementation Specialist (PIS); and (g) carry out any other related tasks as may be assigned by the Programme Cluster to attain Programme outcome.

Required Qualifications and Experience: The incumbent must have a Bachelor's degree in Public Administration/MIS/Business Administration/Social Science/Computer Science with relevant education background and a strong experience in this field with at least 8 years of relevant work experience. Experience in policy formulation and e-Governance projects will be a plus. The incumbent must also have extended experience in writing policy documents. Experience in designing and facilitating workshops with high level corporate or government officials, Strong analytical skills and understanding of Governance procedures of Bangladesh.

2. Technology Specialist (One Position): Duration is one year with possibilities of extension, & Duty Station is Dhaka.

Duties & Responsibilities: The incumbent has to (a) perform in a diverse range of multi-functional activities, including system analysis and design and provide effective briefings, on the means, barriers and possible solutions for effective implementation of e-Governance systems in Bangladesh; (b) maintain regular coordination and partnership with e-Governance stakeholders to facilitate the system analysis and design for the e-Governance Driver Projects; (c) conduct requirement analyses and feasibility studies on the potential driver projects, software development, website development, database design and administration, etc. for the various stakeholders under the programme; (d) carry out continuous exploration on deployment of emerging technology options, development alternatives and open source solutions; (e) develop and establish network infrastructure such as LAN, WAN, MAN, etc. into the system; (f) conduct and facilitate multidimensional consultations and discussion on the technological aspects; (g) provide guidance to Technology Consultant in conducting e-Governance Horizon Scanning and other systems issues; (h) undertake extensive travel to different regions of the country to facilitate regional stakeholder consultation and awareness building; and (i) carry out any other related tasks as may be assigned by the Programme cluster to attain Programme outcome.

Required Qualifications and Experience: Candidates should have minimum formal University Degree in Computer Science/Engineering and relevant work experience in this field, with at least 10 years of practical work experience. The incumbent must also have strong Sound knowledge on emerging e-Governance technologies options, development alternatives, open source solutions and network infrastructure.

3. Communication Officer (One Position) : Duration is one year with possibilities of extension, & Duty Station is Dhaka.

Duties & Responsibilities: The incumbent has to (a) draft and implementing programme communications strategy; (b) establish and build relationships with programme stakeholders and media; (c) organize and coordinate press conferences, press launches, media briefings as and when required; (d) manage media campaign in the country connected with the launch of key knowledge products/reports, special events, speeches and statements; (e) draft and manage the production and distribution of information materials; and (f) carry out any other related tasks as may be assigned by the programme cluster to attain programme outcome.

Required Qualifications and Experience: The incumbent must have a Master's degree in communication/media/English with at least 3 years of relevant work experience. Experience with International Donors supported Projects or research and/or multinational companies will get preferences. Experience in organizing/coordinating social projects/initiatives will be a plus. The incumbent must also have strong communication, networking and representational skills to develop and implement effective communications strategy with all major stakeholders.

4. Programme Assistant (One Position) : Duration is one year with possibilities of extension, & Duty Station is Dhaka.

Duties & Responsibilities: The incumbent has to (a) analyze and maintain an overview of the work of the Programme to ensure timely administrative support to all international and national staff of PMO/CAO/Programme; (b) provide all logistic support to national and international consultant(s) of the Programme; (c) arrange related in-country and overseas travel; (d) type and format Programme Documents/letter/note/faxes, memos, etc. based on draft provided by supervisors; (e) draft simple and routine correspondence; (f) make copies of important documents/letters, as required for filing and distribution; (g) assist professionals compile and prepare background materials, briefing notes for meetings, provide secretarial support to the professional project personnel; (h) maintain asset registrar of the Programme and make liaison with the respective supplier; and (i) carry out any other related tasks as may be assigned by the Programme cluster to attain Programme outcome.

Required Qualifications and Experience: Candidates should have minimum Bachelor's degree with relevant education background, with at least 3 years of work experience, of which 2 years must have been related to work with development projects. The incumbent should have experience in Programme Assistant or relevant job, previous work experience with the government or multinational companies will get preferences.

5. Research Associate (Technical) - (One Position) : Duration is one year with possibilities of extension, & Duty Station is Dhaka.

Duties & Responsibilities: The incumbent has to (a) provide assistance to Technology Specialist to conduct responsibilities as a system advisory services provider to the e-Governance Cell; (b) facilitate system research and development activities of the Programme and of the e-Governance Cell specially in the field of emerging technology; (c) assist in deployment of emerging technology options, development alternatives and open source solutions; (d) provide support to develop and establish network infrastructure such as LAN, WAN, MAN, etc. into the system; (e) coordinate and collaborate with the e-Governance specialists and other stakeholders to facilitate the capacity building of the e-Governance Projects; (f) facilitate in National e-Governance Horizon Scanning; and (g) carry out any other assignment assigned by the Technology Specialist in his capacity as the direct supervisor and or NPD/PIS.

Required Qualifications and Experience: Candidates should have minimum Formal University Degree at least a Bachelor's degree in Computer Science/Engineering from a reputed university with specialization in Software Development and System Analysis, with at least 4 years of practical work experience. Experience in the areas of training/teaching/research will be a plus, and experience of working with Open Source Systems will get preference.

6. Research Associate (Policy) - (One Position) : Duration is one year with possibilities of extension, & Duty Station is Dhaka.

Duties & Responsibilities: The incumbent has to (a) act as a research assistant in conducting relevant research regard to e-Governance vision setting; (b) provide comprehensive assistance to e-Governance Vision Advisor; (c) act as a rapporteur in the different consultations and discussions with stakeholders; (d) draft related minutes and coordinate follow-up actions; (e) coordinate and collaborate with the e-Governance specialists and other stakeholders to facilitate the capacity building of the e-Governance Projects; (f) facilitate in National e-Governance Horizon Scanning; and (g) carry out any other assignment assigned by the direct supervisor and or National Project Director/Project Implementation Specialist.

Required Qualifications and Experience: Candidates should have minimum formal University Degree at least a Bachelor's degree in Public Administration/MIS/Business Administration/Social Science/Computer Science/ Science or equivalent degree with at least 4 years of practical work experience. Experience in the area of training/teaching/research, and organizing/coordinating social projects/initiatives will be a plus point.

All incumbents must have ability to establish and maintain good working relationships to facilitate work goals, strong ability in both spoken and written Bangla and English, and sound computer proficiency, experience within UN or International Donors supported Programme or project management will get preferences.

Submission of Application: Application should be marked 'Confidential' and the position applied for should be clearly written on the envelope. Application including curriculum vitae and a recent passport-size photograph should be sent to the Assistant Country Director (Human Resources), UNDP Dhaka, GPO Box : 224, Dhaka-1000, or deposited into the Deposit Box at the IDB Bhavan (Ground Floor), E/8-A Begum Rokeya Sharani, Agargaon, Dhaka-1207 by 27 March 2007. Any Attempt to influence the selection process will result in automatic disqualification of the recommended candidate. Detailed post description can be downloaded from the following website: www.un-bd.org/undp/jobs.

Women candidates are especially encouraged to apply.
UN Office is a smoke-free work environment.