Job Vacancy

The Legal Education and Training Institute is mandated for imparting professional Training among the Law graduates and Lawyers in order to improve and maintain the standard of Legal Profession. The organization is looking for young, energetic and self-motivated persons for the position of **Librarian** and **Course Assistant.**

Minimum Qualification for the Librarian:
Bachelor Degree with diploma in library science. Three years Job experience in Library Management.

Minimum Qualification for Course Assistant :
Hon's/Master Degree in Law/Management with exposure to class room management & communication skill.

Computer Literacy is essential for both the position.
Salary is negotiable. Female preferable.

The interested candidates are requested to send their resumes along with two Pass Port size Photographs and attested copies of academic certificates to **Director Administration, Legal Education and Training Institute, Bangladesh Bar Council, Bar Council Building. 3 Shahid Capt. Mansur Ali Sawrani, Ramna, Dhaka by April 12, 2007.** Only short listed candidates will be called for interview.

WANTED PRIVATE TUTOR

Must be ACCA qualified or ACCA affiliate to coach individually a student of CAT/ACCA. Excellent salary can be negotiated. Contact immediately.
Mr. Yusuf, Phone : 8827263, 9890376, 8825715.

WANTED

Applications are invited for the post of a Chief **Accountant** for a Spinning Mills outside Dhaka for immediate appointment. Candidates having good educational background, excellent computer skills and adequate experience in Textile Spinning Mills may apply within 7 days with complete Bio-Data and recent photograph. Remuneration negotiable.

Raz Textile Mills Limited
Raz Bhaban, 29, Dilkusha C/A, 1st Floor, Dhaka-1000.

OFFICE TO-LET

At Gulshan Few 3 & 4 bedrooms apartment is ready for rent. Also some six storied individual building is available. Suitable for office or office cum residence.
PPS - **01911 - 360990**

রেডি ফ্ল্যাট বিক্রয়

বাজউকের নকশা দেখে! আর হয়রানি না. দেখেশুনে আমাদের রেডি ফ্ল্যাট কিনুন। মতিঝিল সংলগ্ন **হুমায়ুন সাহেব কমপ্লেক্স,** ৮৬০-১০৫০ বর্গফুট এর ফ্ল্যাট বিক্রয়। ফোন : ৯৫৫১৪৫৮, ৯৫৫৬২৮০, মোবাইল : ০১১৯৯-০৬০৬০৬, ০১৭১৪-০৫১৭৬০

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Australia (Sydney & Adelaide) Spot Admission

Conducted by : **Ms Jane Lee**
from IIBIT with University of Ballarat.
Programs Offer : BIT, BIS, Bachelor of Commerce (Accounting)/ Business (tourism) MIS, MIT, MPA, MBA, Diploma & Advanced Diploma.
Time & Date : 2 Pm. 4th April 2007.
ভর্তি ও ভিসার পূর্বে কোন টাকা নেওয়া হয় না।
N.B. Please Bring all original document with photocopies.
WINGS Global Consultant House # 51 (1st Floor) ,Road # 10/A, (East Side of the Sat Mosjed Road), Dhanmondi, Dhaka-1209. Ph: 8141601, 8151564, 01720553277, 01720553279.

WALK-IN-INTERVIEW

A reputed Company is looking for dynamic, sincere and experienced young persons for URGENT appointment for its fast growing business.

Post: Executive Housekeeper.

Qualification/ skills: Minimum graduate.At least 07 years experience at home and/or abroad in Housekeeping, Cleaning and Maintenance job.

If you think you are the right persons and ready to take challenge in career build-up, requested to bring application including CV & PP size photographs on 08th April at 4 P.M.

A.K. Traders Ltd.
Suite 6/C, Rupsha Tower, 7 Kemal Ataturk Avenue, Banani, Dhaka-1213, Bangladesh.

OFFICE TO-LET

OFFICE SPACE OF 15000SFT @ 3000SFT PER FLOOR IS AVAILABLE IN A HIGHRISE SOUTH FACING COMMERCIAL BUILDING AT 14, BIPONON C/A, LINK ROAD, BANGLA MOTOR, DHAKA WITH ALL MODERN FACILITIES INCLUDING LIFT, BASEMENT PARKING ETC. INTERESTED PARTIES MAY CONTACT ANWARUL HUQ, 01817081031, 0152342663, 8651450. C-733

Late Salahuddin Ahmad
(May 6, 1926 - April 4 1996)

Eleven years has past since you left us and you live in our hearts ever so brightly.
May Almighty Allah rest your soul in eternal peace.
We request all his friends and well wishers to remember him in their prayers.

Wife, Children & Grand Children

EMPLOYMENT OPPORTUNITY

If you are young, energetic and a person with passion, take the right decision now, and be a part of the winning team.

Transcom, a diversified, growth-oriented and premier business organization in Bangladesh is looking for professionals to fill the following positions for Bangladesh Electrical Industries Ltd., a production unit of Transcom Electronics Limited. The Company provides competitive remuneration, excellent job environment for the growth of career of individuals and practices a performance-focused culture, where talent and creativity are recognized and rewarded.

Position: Production Manager, Post - 1

Qualification: B. Sc. Engineer in Electrical and/or Electronics Engineering
Experience: Minimum 5 years experience preferably in the TV manufacturing industry

The candidate should:
plan, organize and control production of all products manufactured in the plant
have strong inter-personal & motivational skills
have a good working knowledge on PC
be below 35 years of age

Position: Sales Executives for Showrooms

Qualification: Graduate in any discipline
Experience: Minimum 1 to 2 years practical experience preferably in selling PC, Laptop, Computer Accessories, Mobile Phone etc.

The candidate should:
have good working knowledge on PC
be between 25 - 35 years of age

If you think you are the right candidate for any of the above positions then send your application along with Curriculum Vitae with two copies of recent passport size colour photographs and photocopies of all academic/experience certificates to the office of **Human Resources Manager, Transcom Electronics Limited, Sadar Road, Mohakhali, Dhaka-1206 on or before 12th April 2007** marking the name of the position on the envelope.

BANGLADESH ELECTRICAL INDUSTRIES LIMITED
TRANSCOM ELECTRONICS

Paper (thyme/ transcom/07)

POSITIONS VACANT

International Islamic University Chittagong

154/A, College Road, Chittagong-4203
Tel: (880-31) 610085, 610308, 625230, 638656-7, 639981 Fax- (880-31) 610307,
E-mail: info@iiuc.ac.bd; Web-site: www.iiuc.ac.bd
Dhaka Campus: House # 22/B, Road # 02, Dhanmondi R/A, Dhaka-1205. Tel: (880-2) 8613294, 8620115

Applications are invited on prescribed form from qualified candidates for the following posts.

For Chittagong Campus:
- Associate Professor in Statistics - 01 (One) : for Dept. of Business Administration (DBA) [Permanent Campus]
- Assistant Professor- 01 (One) : for Dept. of Computer Science & Engineering (CSE)
- Assistant Professor/Lecturer - 01 (One) : for CENURC (Islamic Studies)
- Lecturer - 09 (Nine) : • 02 (Two) for Dept. of Computer Science & Engineering (CSE) • 02 (Two) for Dept. of Computer & Communication Engineering (CCE) [01-CSE, 01- CCE] • 04 (Four) for Dept. of Electrical & Electronic Engineering (EEE) [01-Physics, 01-Math, 01-EEE, 01-CSE] • 01 (One) for Center for University Requirement Courses (CENURC) [Islamic History & Culture]
- Library Assistant - 02 (Two) : • 01 (One) for Dept. of Pharmacy • 01 (One) for Seminar Library, Female Campus [Female]
- Cataloguer - 01 (One) : for Library & Information Division (LID)
- Lab Technician - 02 (Two) : • 01 (One) for Dept. of Pharmacy • 01 (One) for Electronics Lab, Dept. of CCE
- Lab Attendant - 01 (One) : for Physics & Electronic Lab, Dept. of CCE

For Dhaka Campus:
- Assistant Professor- 01 (One) : for Dept. of Computer Science & Engineering (CSE)
- Assistant Professor/Lecturer- 02 (Two) : for Dept. of Law
- Administrative Assistant - 02 (Two) : • 01 (One) for Accounts & Finance Division (ACFD) • 01 (One) for CENURC [Contract basis]

Application form and qualification & experience requirement may be obtained from : i) the undersigned or ii) IIUC website or iii) Dhaka Office.
Applications with all academic certificates and necessary papers comprising 07 complete sets along with a bank draft Tk.100.00 in favor of Registrar, IIUC payable at IBBL, Chawkbazar Branch, Chittagong should reach the undersigned by April 18, 2007.
Please mention the name of the 'Post, Department & Campus' on the Envelope for which applied. Candidates already in service, must apply through proper channel.
Registrar, International Islamic University Chittagong

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Career Opportunity

Rahimafrooz is a reputed multi-industry conglomerate with targets of revenue and profit growth, developing rapidly as a result of its participation in attractive market segments and industries.

Support Manager for the Group Managing Director

Job Profile:
- To provide executive and management support to the GMD
- Follow up and assist follow through on decisions taken and action initiated on important Management and Operational issues, maintain, update progress on all other important matters, have ready information and files for easy retrieval/reference
- Assist and manage GMD's time for important daily events, appointments and schedules with work – life balance
- Attend visitors effectively
- Organize meetings and GMD events
- Take notes at meetings and prepare minutes
- Undertake studies/analysis and prepare briefs
- Be good at picking up and conceptualizing fast and preparing presentation which is clear, concise and articulate
- Undertake executive work and perform special tasks as assigned
- Maintain database of key external resourceful persons
- Assist GMD in maintaining Public Relations with Govt, Trade, FIs and Foreign Missions
- Scan Newspapers, highlight relevant news/articles of importance, track attention
- Study developments of Trade Issues in the Country, Region, WTO, FTAs, Bilaterals
- Track Management Experience, Development, Learning eg, Synopsis of G-G (good to great) adaptables

Personal Profile
- Education Qualification: Minimum Commerce/Business Graduate, preferably Major in finance/quantitative analysis
- Professional Training: Secretarial, corporate law, or related
- Age: 25-40 (preferably male)
- Self-disciplined, positive attitude, punctual, honest, self-starter, organized, willing to endure to get jobs done
- Excellent oral and written proficiency in English and Bangla, computer knowledge, sound corporate knowledge and good interpersonal skills
- Experience: 5-6 years experience in any large reputed organization

Support Manager for the Group CEO

Job Profile:
- To provide secretarial and management support to the CEO
- Organize and prepare incoming and outgoing correspondence
- Maintain, update important documents and files for easy retrieval/reference
- Keep daily appointments and schedules
- Attend visitors effectively
- Organize meetings and CEO events
- Take notes at meetings and prepare Minutes
- Undertake studies/analysis and prepare briefs
- Maintain database of key external resourceful persons
- Summarize various reports and proposals
- Proactively take action to protect and enhance the activities of the CEO
- Create an appropriate profile and assist to represent the CEO for PR and business promotions
- Establish and promote close rapport, coordination and teamwork within all Group units and functionaries
- Make travel and protocol arrangements

Personal Profile
- Education Qualification: Minimum Commerce/Business Graduate, preferably Major in finance/quantitative analysis
- Excellent oral and written proficiency in English and Bangla, computer knowledge, sound corporate knowledge and good interpersonal skills
- Age: 25-35 (preferably female)
- Experience: 2-3 years experience in any large reputed organization
- Self-disciplined, positive attitude, punctual, honest, self-starter, organized, willing to endure to get jobs done

Executive Assistant to the Group Chairman

Job Profile:
- To take instructions and perform his duties on time
- Maintain and update all files and information materials
- Compile information and prepare necessary papers for effective meetings and decision making
- Schedule and maintain appointments and assist him in time management
- Maintain and update the Chairman's personal records and files
- Summarize various reports and proposals
- Proactively take action to protect and enhance the activities of the Chairman
- Create an appropriate profile and assist to represent the chairman for PR and business promotions
- Establish and promote close rapport, coordination and teamwork within all Group units and functionaries
- Make travel and protocol arrangements

Personal Profile
- A Business graduate with strong finance, management and marketing understanding
- Age: 30 -40 (preferably male)
- Good with Bangla and English communication and computer literate
- An experience of minimum 3 years in a well managed industrial company
- Self-disciplined, positive attitude, punctual, honest, self-starter, organized, willing to endure to get jobs done

Attractive salary will be offered to prospective candidates.
You are invited to apply for suitable position within 7 days of this advertisement. Please send your resume with a copy of a recent passport size photograph to the HR Department, Rahimafrooz (Bangladesh) Ltd,. Corporate Office, 1/A, Gulshan Avenue, Gulshan-1, Dhaka-1212. Or email us at recruitment@rahimafrooz.com.
Kindly mention the name of the position in the subject line.

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ALLTEX CAREER OPPORTUNITY

Alltex Industries Ltd. is a 100% export oriented Home Textile manufacturing industries invites application for its Factory office for the following post.

Manager (Store)

- This is a senior level position.
- The ideal candidate should be post graduate in any discipline.
- Minimum 5 to 7 years practical experience as Manager (Store) in any manufacturing organization in maintaining computerized inventory management system like preparation of monthly inventory and consumption report of grey fabrics, dyes & chemicals, garments accessory items and spare parts etc. Candidate also must be capable of monitoring, receiving and issuing above mentioned inventory items and familiar with pricing, costing of all type of dyes & chemicals, garments accessories, packaging and stitching materials.
- Candidates who have experience in relevant textile industries will be given preference.
- Candidate with fluency in computer literacy like MS Word, MS Excel and Tally software is preferable.
- Age Maximum 40 years.

Attractive salary package and benefit will be offered to the deserving candidates.
Candidates who full-fill above requirements are requested to apply with complete CV and recent one copy passport size photograph within 10 days from the date of publication of this advertisement to the following address:

Director (Administration)
ALLTEX INDUSTRIES LIMITED
(A unit of Bastu Shilpi Group)
Head Office : 139, Motijheel C/A, Dhaka. Tel : (02) 9569192-6, 9566085 Fax : (02) 9565569
E-mail : info@alltexbd.com, **Factory :** Ariabo, Rupgonj, Narayangonj, Bangladesh.

BRAC

মোরগ-মুরগির খাদ্যের উপাদানসমূহ ক্রয়ের দরপত্র বিজ্ঞপ্তি

ব্র্যাকের ফিডমিলসমূহের জন্য মোরগ-মুরগির খাদ্য উপাদান যথাক্রমে গম, গমের ভুষি, অটো চাউলের কুঁড়া গ্রেড-এ, অটো চাউলের কুঁড়া গ্রেড -বি, ফিসমিল,সয়াবিন ফুলফ্যাট টোষ্টেড, সয়াবিন তৈল, ভেজিটেবল তেল, সরিষার খৈল, ঝোলা গুড়, লাইম ষ্টোন (দানাদার/পাউডার), ঝিনুক (মিঠা পানির), সাধারণ লবণ (আয়োডিন বিহীন), সুজি আটা,বাদাম খৈল, নারিকেল খৈল, পিপি ওভেন ব্যাগ (২৫ কেজি ও ৫০ কেজি) সরবরাহের নিমিত্তে প্রকৃত আমদানিকারক/ উৎপাদনকারী / সরবরাহকারী / ব্যবসায়ীদের নিকট থেকে নির্ধারিত সিডিউলে সিলমোহরকৃত খামে দরপত্র আহবান করা হচ্ছে।

বিস্তারিত নিয়ম, শর্তাবলি এবং স্পেসিফিকেশন সম্বলিত দরপত্র সিডিউল আগামী ৮.৪.২০০৭ হতে ২৩.৪.২০০৭ তারিখ পর্যন্ত অফিস চলাকালে (সকাল ৯:০০টা হতে বিকাল ৩.০০ টা) এবং শুধুমাত্র ২৪.৪.২০০৭ তারিখে (সকাল ৯.০০টা থেকে দুপুর ১২.০০টা পর্যন্ত) ১০০০/- (এক হাজার) টাকা মাত্র (অফেরতযোগ্য) জমা দিয়ে ব্র্যাকের হিসাব বিভাগ (১৪ তলায় অবস্থিত) থেকে সংগ্রহ করতে হবে। আগামী ২৪.৪.২০০৭ তারিখ বেলা ২.৩০ টার মধ্যে ব্র্যাকের প্রকিওরমেন্ট বিভাগে রক্ষিত টেন্ডার বাক্সে নমুনাসহ দরপত্র জমা দিতে হবে। ঐদিনই বেলা ৩.০০ ঘটিকায় আগ্রহী উপস্থিত দরদাতাগণের উপস্থিতিতে (যদি কেহ উপস্থিত থাকেন) প্রাপ্ত দরপত্রসমূহ খোলা হবে। ব্র্যাক কর্তৃপক্ষ কোন কারণ দর্শানো ব্যতিরেকে যেকোন দরপত্র বাতিল করার ক্ষমতা সংরক্ষণ করে।

ব্র্যাক, প্রকিওরমেন্ট ডিপার্টমেন্ট
ফোন : ৯৮৮১২৬৫ , এক্স : ২০৩২

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Resource Persons
Lalita Eliza D' Souza, BSI India Pvt. Ltd., India
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Date: April 15 - 19, 2007
Venue: Spectra Convention Center, Gulshan-1, Dhaka
Registration Fee: Taka 8,000 per person*
Number of participants (max): 30
Last Day of Registration: April 11, 2007**

* Make pay order or crossed check payable to: International Finance Corporation
** Must submit registration form and pay order together

IFC International Finance Corporation
SEDF SouthAsia Enterprise Development Facility

SouthAsia Enterprise Development Facility (SEDF)
Contact: Afifa Raihana
Coordinator - Sustainability & Knowledge Center
SEDF/International Finance Corporation (IFC)
Bay's Galleria, 57 Gulshan Avenue, Gulshan 1
Phone: 9861711-20 Ext: 136, 01711-541800
Email: araihana@ifc.org