

## UNICEF Vacancy Announcement

The United Nations Children's Fund (UNICEF) is seeking applications from Bangladeshi Nationals to fill the following professional position:

**JOB TITLE:** Assistant Project Officer: Field Operations Section, NO-A

**LOCATION:** Jessore

**MAIN DUTIES/RESPONSIBILITIES:**

The successful candidates, responsible for several districts, will facilitate and monitor all UNICEF supported project activities at the district level, as well as monitor the situation of women and children in specific areas. The incumbents will network and coordinate with district level government counterparts, UN personnel and other agencies.

During emergencies, the incumbents will collect and assess information on the impact of the emergency on women and children and provide concise reports to the country office.

**EDUCATION**

At least bachelor degree in social science or related technical field. Masters in a relevant area and course/ training in monitoring and evaluation and/or participatory methods and community development processes will be an advantage.

**WORK EXPERIENCE**

Minimum three years professional work experience in any of the social development fields, project administration, medical sciences, education institutes, international NGO's or rural development academies is a minimum requirement. Previous work experience in monitoring project activities at the district level is an advantage.

**SKILLS & ATTRIBUTES**

- Planning, organisation and monitoring
- Ability to make timely and quality judgments
- Aware and sensitive to local development and political environment
- Commitment to continuous learning and development
- Innovative and committed UNICEF's mission and professional values
- Fluency in English and Bangla (verbal & written) essential
- Computer literacy: word processing and spreadsheets.

**COMPETENCIES**

Flexibility	Team building & leadership	Building trust
Managing resources	Technical knowledge	Influence

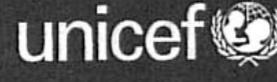
**CONTRACTS AND REMUNERATION:**  
The selected candidate will be awarded a Fixed Term contract and remuneration is at NO-A level of the United Nations local salary scale.

**COMMUNICATIONS:**

Applications with CV should be forwarded to the Chief, a.i., Human Resources Section, UNICEF-Bangladesh, Sheraton Annex, 1 Minto Road, Dhaka-1000, by April 30, 2007. Please mark on the envelope the job title of the position you are applying for. Only short-listed candidates will be called for written test/interview. Any form of canvassing, soliciting or influencing will be treated as a disqualification.

**APPLICATIONS FROM QUALIFIED FEMALE CANDIDATES ARE ENCOURAGED**  
UNICEF is a non-smoking working environment

For every child  
Health, Education, Equality, Protection  
ADVANCE HUMANITY



## North South University

Offers Course in

### Certificate in English Proficiency (CEP)

If you are interested in improving your proficiency in English and Communication, here is an opportunity to do so with the most prestigious private university in the country.

Join the CEP program offered by English Institute at NSU. This is an integrated English language skills program with focus on speaking and writing. You will have individual PC access to develop communication skills for both general and professional purposes.

**Classes Start: 14<sup>th</sup> May, 2007**  
**Course Duration: 40 hrs (10 weeks)**  
**Course Fee: Tk.5000/-**  
**Class Days: Mondays, Wednesdays**  
**2 classes weekly of 2 hours each**  
**Class Time: 6:00p.m—8:00p.m**

Contact: Dr. Deena Forkan on or before May 13, 2007

Phone: 9885611-20, Ext: 181, 127

The English Department and the English Institute

## NORTH SOUTH UNIVERSITY

House # 9 (2<sup>nd</sup> Floor), Road # 17, Block # C, Banani, Dhaka-1213

**Trading Corporation of Bangladesh**  
Principal Office  
TCB Bhaban, Kawran Bazar, Dhaka  
Telephone 9111805, 6120031, Fax No. 883-2-8113592  
E-mail: [tcb@online.com](mailto:tcb@online.com) Website: [www.tcb.gov.bd](http://www.tcb.gov.bd)

### INTERNATIONAL TENDER NOTICE

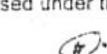
#### TENDER FOR IMPORT OF 2500 M. TONS ± 10% OF REFINED EDIBLE SOYABEAN OIL UNDER CASH

TENDER NO. TCB/IMP-07/2007 Dated: 12-04-2007

Trading Corporation of Bangladesh invites sealed tender in the prescribed form obtainable from Sonali Bank, Kawran Bazar Branch, TCB Bhaban, Kawran Bazar, Dhaka on payment of Tk.2000.00 (Taka Two Thousand) only per set (non-refundable) for import of 2500 M. Tons ± 10% of Edible Soyabean Oil in 5 & 2 Kg container or 200 Kg drum against payment under cash. Tenderer should quote both FOB price and freight separately. Prices to be quoted for CFR(C) Chittagong liner term basis. Entire quantity of tendered Soyabean Oil is to be shipped by 07-07-2007 at the latest. Offers should remain valid for minimum 15(Fifteen) days from the day of opening of tender. Tenders are to be submitted alongwith Earnest Money amounting to US\$ 41,000 or Tk.28,52,000.00 in the form of Bank Guarantee or Pay Order. Successful bidder is to submit 10% Performance Guarantees before signing of contract with TCB. Other terms and conditions are given in the Tender Form. Offers should be strictly in accordance with tender terms and conditions as mentioned in the tender documents.

Tenders to be dropped in the tender box kept in the Import Division of the Trading Corporation of Bangladesh, TCB Bhaban, Kawran Bazar, Dhaka upto 11:00 a.m on 21-05-2007 and to be opened at 11:15 a.m. on the same day in presence of the representatives of the tenderers, if any. No tender form shall be sold on the day of opening of the tender.

The Corporation reserves the right to accept or reject any or all tenders without assigning any reason and to increase or decrease the quantity of Soyabean Oil to be purchased under this tender.



(Md. Ruhul Amin Talukder)  
Senior Executive (Import)  
Phone: 8120031

GD-1224

## CAREER OPPORTUNITY IN MARKET RESEARCH

Sirius Marketing & Social Research Limited is a leading market research organisation, based in Dhaka. We specialise in consumer research, with our client list spanning several categories including manufacturers of beverages, pharmaceutical products, FMCG, household durables, tobacco, and providers of various services. We also specialise in providing media-related information to our clients. Our clients include Unilever Bangladesh Ltd, British American Tobacco, Pepsi, BBC WST, Grameen Phone and leading Ad agencies etc. We are affiliated with IMRA International, South-East Asia's premier MR organisation.

We are looking for young, energetic executives to handle our fast-increasing business. The following positions are open:

**Research Executives (2 nos.)** You should be a fresh post-graduate in any stream. A BBA/MBA qualification is welcome (but not mandatory). You need to be computer-literate (basic familiarity with MS Office). If you are comfortable with numbers, and were not afraid of maths in school, we have openings in our Quantitative Section. If you have 'numerophobia', but feel comfortable speaking to/interviewing various segments of people - men, women, rich, poor, professionals, businessmen, labourers, you could join our Qualitative Section. Very importantly, you need to be prepared to work non-standard hours regularly.

**Senior Research Executive (1 no.)** You need to fulfill the above minimum criteria, plus you need to have at least 2 years of prior market research experience.

The company offers attractive remuneration package based on qualification and experience including overseas training and excellent working environment with a team of executives who has graduation in Business from IBA, North South & East West University and from other departments of the University of Dhaka.

If you are interested, then send your CV, along with a small write-up on why you are interested in pursuing a career in Market Research (max. 200 words), to us within 7 (seven) days from the day of publication of this advertisement to:

SIRIUS Marketing & Social Research Limited.  
House 64/1 (1st Floor), Road 12/A (New), Dhanmondi R/A, Dhaka-1209  
e-mail: [sirius@bangla.net](mailto:sirius@bangla.net)

Please mark on your envelope or indicate in your e-mail, which post you are interested to apply for.



## PEOPLE'S LEASING AND FINANCIAL SERVICES LIMITED

City Heart (7th Fl.) 67, Nayapaltan, Dhaka-1000, Bangladesh  
Tel : 933 1281; Fax : + 880 2 831 8275  
E-mail : [plfs@bol-online.com](mailto:plfs@bol-online.com)

## PRICE SENSITIVE INFORMATION

This is for information of all concerned that the Board of Directors of People's Leasing and Financial Services Ltd. in its meeting held on Thursday April 19, 2007 at 4:00 PM at the company's registered office took the following resolution:

- That the 11th Annual General Meeting of the Company will be held on June 23, 2007 at 11:00 AM at Bangladesh-China Friendship Conference Center, Dhaka.
- The Board of Directors recommended 36% Stock Dividend (36 bonus shares against 100 shares) for the year ended December 31, 2006 subject to the clearance from Bangladesh Bank.
- The Record date will be May 30, 2007.

The shareholder whose names appearing in the Depository Record on the record date (May 30, 2007) will be eligible to attend the meeting and receive the dividend.

Sd/-  
Md. Dalil-ul Haque  
Managing Director

## We offer *Career Just Not The Job*

Prime Bank Limited is looking for competent and experienced professionals to join the Management Team in the following positions for immediate employment.

### 1. Assistant Vice President / Senior Assistant Vice President (Law)

#### 1.1. Professional & academic background:

The job holder will lead and head the law department of the bank and will directly report to the Deputy Managing Director (Corporate Banking). This is both an advisory as well as operational role on all legal matters in banking business portfolios.

Candidates in their early 40's having LL.B (Hons) & LL.M from any recognized local or foreign University with minimum 10 years of experience in practicing civil & criminal law cases with strong exposure in banking legal matters either at the private level or with any professional organization / banks are the law professionals, we are looking for as the preferred candidates. Candidates having Bar-at-Law will get preference wishing to develop career in law in the banking profession.

Professional experience may however, be relaxed for exceptionally matured candidates and offer may be made either as Assistant Vice President (Law) or as Senior Assistant Vice President (law) according to qualification and competence of the candidates.

#### 1.2. Core knowledge profile:

- Understanding areas of business risks warranting cover of law(s)
- Strong operating knowledge ensuring legal protection to business minimizing risks
- Critical appreciation and practical application of laws covering:  
#Bank Companies Act #Companies Act #Artha Rin Adalat Ain #Registration Act #Negotiable Instrument Act #Law of Contract #Transfer of Property Act #Stamp Act #Bankruptcy Act #Limitation Act #Income Tax/VAT Laws and #Other commercial and industrial laws relevant to banking business.
- Strong operational IT knowledge

#### 1.3. Core behavioral competence profile :

#Analytical ability & extending legal opinions on business issues #Ability to prepare deeds, legal documentation, contract & business agreements #Strong drive & initiatives #Gaining commitment from others #Team working #Strong professional contact & relationship and #High level of integrity in business behavior.

#### 2. Principal Officer (Law):

#### 2.1. Professional & academic background:

(a) Candidates not beyond 35 years of age having LL.B (Hons) & LL.M from any recognized local or foreign Universities with minimum 5 years of experience in practicing civil & criminal law cases with reasonable orientation in banking legal matters either being attached with law firms or with any organization / banks are the law professionals we are looking for as the preferred candidates.

(b) Working knowledge on different laws and sound behavioral competence as highlighted therein above at 1.2 & 1.3 would be the requirement for the prospective candidates.

#### 3. Logistics Officer / Senior Logistics Officer (Electrical Engineer):

#### 3.1. Professional & academic background:

- Graduate Engineers (Electrical) from any recognized Engineering University with 4+ years of hands on experience in electrical / electronic equipments repair & maintenance having reasonable exposure in the procurement process of electrical / electronic items with any reputed organization are the professionals, we are looking for as the preferred candidates.
- Diploma Engineers (Electrical) from any recognized Engineering University / Institute with track record of 5+ years of relevant professional experience are also encouraged to apply for the positions.
- Offer may be made to the matured competent candidates either as Logistics Officer or Senior Logistics Officer according to qualification and competence of the candidates.

#### 3.2. Core knowledge & competence profile:

Core knowledge: Updated knowledge on all types of electrical & electronic fittings & fixtures #Understanding of specification & procurement process of electrical / electronic office equipments i.e. photocopier, telephone sets, Fax machine, PABX system, electronic rate board, electrical wiring and lighting system #Planning, monitoring, supervision and quality control issues of individual electrical projects #Maintenance and supervision of Air Conditioners/Air Coolers, freezers, generators, lifts, pumps, CC TV, Plasma TV, Security Alarm bell etc. #Updated knowledge on record management #Computer operation knowledge Core competence: #Strong analytical ability #Self starter (initiative & drive) #Ability to express thoughts with clarity & simplicity #Excellent Communication ability #Gaining commitment from others #Team working and team commitment #Self-confidence and Integrity

#### 4. Assistant Officer/Junior Officer (Reception desk cum telephone services):

#### 4.1. Professional & academic background:

- Candidates in their early 30's having masters degree in any social science from any recognized Universities with 3-4 years hands on experience in reception desk as well as PABX services operations are the professionals, we are looking for this position.
- Candidates having any 3<sup>rd</sup> division or equivalent CGPA in their academic background should not apply.
- Married female candidates with required professional background will get preference

#### 4.2. Core knowledge & competence profile:

#Good in spoken English #Strong Knowledge on PABX system & operation #People skill (understanding people) #Etiquette & mannerism #Willing to work extended hours of work on business needs #Self starter (initiative & drive) #Excellent Communication ability (English & Bengali) #Team working and team commitment #Self-confidence and Integrity

#### 5. General Information:

- Competitive remuneration package will be offered to the right candidates selected for appointment.
- Candidates having self confidence in the profession satisfying the job requirements with the attitude to "do more than tell story" are invited to apply. Complete CV, a recent passport size photograph coupled with a forwarding letter explaining their interest in the job should reach the Head of Human Resources Division, Prime Bank Limited, Head Office, 119-120, Motijheel C/A, Dhaka-1000 on or before 30th April, 2007.
- The candidates are requested to provide contact phone number in the CV.
- Management reserves the right to accept or reject any application for the post if found unsuitable for short listing according to their judgment.

Telephones: 9567265, Ext - 225, 7162772, Fax: 9560960  
Email: [sharmines@prime-bank.com](mailto:sharmines@prime-bank.com)

Prime Bank Limited  
a bank with a difference  
[www.prime-bank.com](http://www.prime-bank.com)