

ELT Program in Bangladesh

# Presidency University

Govt. &amp; UGC Approved

Admission Summer-2007

## MA in ELT (ENGLISH LANGUAGE TEACHING) Diploma in English Language Teaching

An Excellent Opportunity to become:

Specialist English Teachers, Teacher Trainers, Curriculum Developers,  
Program Managers, Educational Researchers,  
Textbook/ Materials Writers and much more.

Up to 20% Tuition Waiver for Summer-2007

Requirements:  
BA (Hons) or MA

English teaching experience is an added qualification.

Course Starts : May - 2007



11A, Road 92, Gulshan, 1212; Tel: 8857817-8 Ex-102,103,108, Cell 0189-439842



HEAD OFFICE, BSB BUILDING (8<sup>th</sup>, 10<sup>th</sup>, 16<sup>th</sup> - 19<sup>th</sup> Floors)  
8, RAJUK AVENUE, DHAKA.

### CAREER OPPORTUNITY

IFIC Bank Ltd. is a first generation private sector commercial bank having wide local branch network and affiliates abroad. The Government of Bangladesh holds 35% of its shares. The Bank is now looking for some experienced persons to strengthen its IT & Computer Division in the following areas:

#### 01. Database Administrator

##### Principal Accountabilities:

Installation, configuration, management, administration and maintenance of the relevant database engines for ensuring constant monitoring and measurement of the performances of the applications in use on regular basis. Development and maintenance of the coordinated architectural designs for all the databases with a view to establishing one integrated application environment.

##### Requirements:

- Masters or equivalent degree in science discipline and extremely high-level aptitude in information technology
- Certification in at least one Database stream as Administrator or professional, preferably in any of the RDBMSs such as, Oracle or DB2/400 is preferred, which, however, may be relaxed in cases of really deserving candidates having long experience.
- Must have working knowledge in the AS/400 or UNIX (any flavour) operating systems
- Knowledge in using database development tools is a plus
- Age must be below 35 years as on 30.04.2007.
- Must have minimum 5 years experience in designing, developing, implementing and maintaining operations of integrated and physically dispersed application environment. Should possess appreciable skill in developing and maintaining applications.
- Thorough working experience as Database Administrator is a must

#### 02. Database Architect

##### Principal Accountabilities:

Development, customization, management and maintenance of all database and business solutions to ensure that they perform to their expected levels to help achieve highest level of productivity, efficiency and performance of business.

##### Requirements:

- Masters or equivalent degree in science discipline and extremely high-level aptitude in information technology
- Certification in at least one Database Management Systems (development track) is preferred which, however, may be relaxed in cases of really deserving candidates having long experience.
- Must have specialized knowledge in any of the RDBMSs, such as DB2/400 V.8.1 or later, SQL Server 7/2000 or later, Oracle 8i/9i.
- Must have specialist level knowledge in programming in database development tools and/or languages like, JAVA, Visual Basic, C, C++ (preferably of the later versions).
- Must have at least 3/4 years experience in designing, developing, implementing and maintaining operations of business applications.
- Age must be below 33 years as on 30.04.2007.

#### 03. Network Administrator

##### Principal Accountabilities:

Seamless operations of the mission critical business applications based on the backbone infrastructure components such as, Operating systems (Windows Server, OS/400), Networks (LAN & WAN) including cabling, connectivity, communications, modems, Hubs, Routers, Servers etc. Designing, planning and installation of all infrastructure components in co-ordinated manner to establish an integrated bank-wide environment and monitoring and maintenance of the same on continual basis.

##### Requirements:

- Masters or equivalent degree in science discipline and extremely high-level aptitude in information technology
- Must have Certification in WAN products, such as CISCO
- Certification as Microsoft Certified Systems Engineer (MCSE) is a plus
- Knowledge in networking technologies (LAN & WAN) is a must.
- Must have minimum 4-5 years experience in designing, developing, implementing and maintaining operations of integrated and physically dispersed network. Should possess appreciable skill in hardware, installation, operations and maintenance.
- Should have working experience in an IT Department with Local Area Networks, Wide Area Network and business applications based on RDBMSs etc.
- Age must be below 35 years as on 30.04.2007.

Position, salary and other benefits of the candidates will be determined on the basis of their academic background and experience.

Interested candidates are requested to apply in confidence alongwith detailed CV, 2(two) passport size photographs and attested copies of all relevant certificates addressed to the First Vice President, Personnel & Administration Division, IFIC Bank Limited, Head Office, Dhaka on or before May 20, 2007.

No application will be received directly other than sent by post/courier service. Canvassing in any form will automatically disqualify the candidate.

## CAREER OPPORTUNITY

A globally renowned and reputed apparel company with its headquarters in Dubai is seeking the following professionals for its newly set up Woven garment manufacturing facility at Gazipur.

#### 1. MANAGER ADMINISTRATION :

He must have good knowledge of administration in largest garments factory to handle the workers and administration. Advantage for retired army officer.

#### 2. PRODUCTION MANAGER:

He must have good technical knowledge and should be able to handle large number of manpower and motivate the work force to achieve best results in the areas of quality and productivity. He should be conversant with the use of latest equipments and attachments which goes into making quality garments. A minimum experience of 10 years is essential.

#### 3. ACCOUNTANT :

Must have a degree in Accountancy, preferably a certified public accountant. He should have an experience of at least 5 years in the respective field. He should be able to set up all book keeping procedures, pay roll, budgeting and reconciliation. Knowledge of Tally or Focus would be an added advantage.

#### 4. STORE KEEPER:

He should be a graduate with minimum 5 years experience as Store Keeper in a reputed garment export factory. Any additional qualification in inventory control would be an added advantage.

#### 5. MERCHANDISER:

Must be a graduate and should have a minimum experience of 3 to 5 years. Persons dealt with U.S. buyers would be preferred.

#### 6. COMMERCIAL MANAGER (EXPORTS & IMPORTS):

Should be conversant with all procedures relating to Export and Import documentation, shipping, liaising with shipping and forwarding agencies. Should have good contacts with customs, airlines, shipping lines. Should be having a minimum experience of 10 years in the export industry, preferably garments.

#### 7. HEALTH & SAFETY (COMPLIANCE) MANAGER

Must be a graduate and should have a minimum experience of 5 to 8 years, preferably related to garment industry.

#### 8. PATTERN MAKER CUM GGT OPERATOR

Must have minimum experience of 8 to 10 years in a reputed export oriented garment factory, preferably wovens.

#### 9. RECEPTIONIST/ SECRETARY (FEMALE) :

Must be well spoken in English. Must have atleast 1 to 2 years of experience. Knowledge of Microsoft Office will be an added advantage.

#### 10. WET & DRY PROCESS TECHNICIAN (WASHING PLANT)

Must have a minimum experience of 8 to 10 years. Must be good in all kinds of denim washes. Must have experience in all kinds of dry processes like whisks, hand sand, sand blast, pp spray, washing master chemist etc.

#### 11. MECHANIC :

Must have a minimum experience of 10 years. Must be good in repairing all kinds of garment machinery including eye let buttonhole/ loop attach machine and have good knowledge in electronic and computerized machineries.

All the above positions offer excellent opportunity for growth. Salary will commensurate with experience and will match with the best in the industry.

Eligible candidates may come in for walk-in interview.

Please note the below addresses and timetable for interview :

Interview will start on 5/5/2007 from 10 a.m. onwards.

#### Factory address :

CUTTING EDGE GARMENTS FACTORY LTD  
#459, Halder Complex Mymensingh Road  
Teknagpara, Gazipur-1702.  
Mob : 01728-087670

#### Office address :

Sayari Bangladesh  
2nd Floor, Plot # 8  
Road # 1/3, Sector- 9  
UTTARA, DHAKA  
Mob : 01819-264337

## Government of the People's Republic of Bangladesh

Office of the Project Director  
Air Quality Management Project  
Department of Environment  
Paribesh Bhaban, E/16, Agargaon  
Sher-e-Bangla Nagar, Dhaka-1207

## Request for Expressions of Interest

FOR SELECTION OF A SENIOR LEVEL CONSULTANT FOR STUDY ON BUS ROUTE RATIONALIZATION AND ROUTE FRANCHISING AS A MEANS TO REDUCE THE CONTRIBUTION OF VEHICULAR EMISSIONS TO DHAKA AIR POLLUTION.

#### [Contact Package No. S33 (Group-A)]

1. The Department of Environment (DoE) has been implementing the Air Quality Management Project funded by IDA for air quality management of major cities in Bangladesh and it intends to apply part of the proceeds of this fund to payments under the contract for study on bus route rationalization and route franchising as a means to reduce the contribution of vehicular emissions to Dhaka air pollution.
2. The services include-collect and analyze data on public transport and mapping city routes, which will feed into the other parts of the study.
3. The qualifications and experience required for the assignment -- Bachelors Degree in Engineering (Mechanical) from a reputed university preferably from BUET. Special preference will be given to candidates having degree/diploma in transport fleet management; 15 years experience in public transport management, planning and policy formulations; Demonstrated experience in undertaking bus route franchise study with sufficient exposure to current bus industry, operation and management practices, the relevant laws, regulations and rules, institutional arrangement for regulation of public transport and ancillary issues; Have sufficient knowledge of urban transport management and its dynamics in the context of developing countries cities. Sufficient knowledge of bus operation in place in Dhaka city including bus routes, stops, passenger volumes, fare structure, ownership pattern, institutional aspects, laws and rules governing the bus operation and some exposure to transport economics in general; Demonstrated experience in analyzing data using SPSS and preparing technical reports; Excellent computer skills including experience in analyzing technical data; Good communication skills in English; Previous consultancy experience in a donor aided project on the bus route franchise study will be an added advantage.
4. Air Quality Management Project now invites eligible candidates to indicate their interest in providing the services. Interested candidates may send their CV indicating that they are qualified to perform the services.
5. The individual consultant will be selected in accordance with the procedures set out in the World Bank guidelines: Selection and Employment of Consultants by World Bank borrowers, January 1997 (revised September 1997), January 1999 and Public Procurement Regulations-2003 and Public Procurement Procedures issued by the GoB. The duration of the assignment will be six (06) months.
6. Interested individual consultants may obtain further information/detailed ToR at the address below from 0900 to 1500 hours on weekdays. Expression of Interest shall be submitted in sealed envelope, delivered to the address of the undersigned by May 17, 2007 before 16.00 hours and be clearly marked "Expression of Interest for study on bus route rationalization and route franchising as a means to reduce the contribution of vehicular emissions to Dhaka air pollution". The procurement entity reserves the right to accept or reject all EOIs.

#### Project Director

Air Quality Management Project  
Paribesh Bhaban, E/16, Agargaon  
Sher-e-Bangla Nagar, Dhaka-1207  
Tel: 880-2-8009031  
E-mail: aqmp@doe-bd.org

GD-1432



## Corrigendum

Considering the relevant issues, DWASA has decided to extend the time for submission of EOI for preparation of Master Plan for Waste Water Management in Dhaka City (Package DS-1A). The date and time for submission of the same will be 'on or before May 31, 2007 up to 2.00pm' instead of May 9, 2007. All other terms and conditions will remain the same.

#### Managing Director (Incharge)

Dhaka WASA

WASA Bhaban (2<sup>nd</sup> Floor)

98, Kazi Nazrul Islam Avenue

Dhaka, Bangladesh

Tel: 880-2-8116792

Fax: 880-2-8112109

Email address: mddwasa@bangla.net

Website: www.dwasa.org.bd

WASA-PI-438/2007

GD-1438



Stromme  
Foundation  
Help For Help

## Vacancy

#### Job Title:

Assistant Regional Director

#### Place of Work:

Based in Colombo

Stromme Foundation is an International Donor Organization facilitating development programmes through local NGOs in the country. Our work is directed towards poverty eradication with a focus on Micro Finance and Education. The Asia Regional Office is based in Colombo and we facilitate projects in 6 countries in the region. Candidates should have a passion to work with the poor and be keen on development work. We are looking for an enthusiastic person to fill the above vacancy and join us in our mission to eradicate poverty.

#### Job Purpose:

The purpose of the role is to assist the Regional Director in setting the strategic direction of the Asia Regional Office in order to ensure effective and efficient delivery of the programmes. This position would include the management of finance, human resources and logistics in the Asian region and to ensure that effective support is provided to the programme work in the region.

The Asst. RD will assist the RD in managing the staff team, financial and other resources of the regional programme.

#### Key Accountabilities

1. Develop and monitor strategic and operational plans for the attainment of regional goals and objectives:
  - In consultation with the RD and members of the Senior Management Team, determine the future direction and overall management of the Asia region.
  - Contribute to and influence overall planning, control and evaluation of the programmes in the Asian region.
  - Participate actively in regional meetings, building up collaborative working relationships.
2. Provide strategic leadership on issues of Finance, Human Resource Management, Human Resource Development, Administration, Logistics, and IT within the Asian region and lead, motivate and develop staff within these teams.
  - Have responsibility for the management of above functions including the implementation of Stromme Foundation (SF) policy and policy development in consultation with RD and SF head office.
  - Setting up systems and procedures, monitoring performance and management of internal as well as external relations, critical for the region.
  - Ensure that the region is cost effective, efficient and complies with all organisational standards of management and accountability.
  - On the request of RD, visit country offices and programmes to review finance and administration issues with staff.
3. Managing and Developing Staff & Teams:
  - To lead and develop a management team with required expertise at the regional/country level and to build the capacity of these senior managers and their teams to achieve the Region's full potential.
4. Ensure cost effective management of the Information Services function, using appropriate technology and services, full participation into all work areas and tapping opportunities that may arise to upgrade country programme capabilities
  - Monitor IT infrastructure in all country Offices, to ensure appropriate levels of uptime & responsiveness to internal customer needs.
  - Oversee the implementation of SF's IT policy and safeguard the Region's interests in the context of its advanced financial information system and data, information and equipment security requirements.
5. Ensure that Commercial, Administrative and Legal services are executed with a strong service orientation without sacrificing cost effectiveness and complying with internal control requirements:
6. Provide supportive supervision to RD and the Human Resources Management function within the Asian region, to ensure proper planning of HR and continuous staff development:
  - Ensure that SF's Human Resource Policy and procedures are implemented, including appropriate local adaptations and provide guidance/advice to management accordingly.
  - Identify and design appropriate training for staff and partners in the areas of finances, human resources, logistics and administration.
7. Play a significant role in Emergencies, especially in relief related procurement and logistics and staff deployment.
8. Contribution to global objectives:
  - To contribute to organizational learning and the achievement of the wider objectives of Stromme Foundation.

Willingness to undertake any other relevant responsibilities entrusted by the RD as and when requested.

#### PERSON SPECIFICATION - Essential

Education: A formal qualification in Accountancy and / or Business Administration (MBA) with specialisation in Human Resources.

Experience: A minimum of five years broad based managerial experience in diverse functions similar to those outlined above (finance, human resources, information management, logistics and administration) at a Senior Managerial level, preferably in a donor agency or an International Non Governmental Organization.

The applicant should have experience in development work, particularly in the programming aspect.

#### Competencies:

##### Professional qualities:

- a) Ability to plan and organize a substantial workload that includes complex, diverse tasks and responsibilities.
- b) Excellent oral and written communication skills in English.
- c) Ability to express oneself succinctly, creatively and independently.
- d) Strong interpersonal skills with the ability to demonstrate skills in leading a multi-disciplined, multi-cultural team through a period of change.
- e) Leadership skills, including the ability to supervise and motivate qualified professional managers with strong personal value systems.
- f) Analytical, decision making and strategic planning skills and the ability to handle multiple priorities.
- g) Ability to coach, mentor, delegate appropriately and provide developmental guidance to supervised staff.
- h) Team building skills.
- i) Knowledge of legal issues, implication and the legal system in relation to local labour and tax.
- j) A High degree of computer literacy and knowledge to be able to supervise the IS function.
- k) A clean driving license.

##### Personal Attributes:

- a) A commitment to the values and principles of Stromme Foundation.
- b) High level of commitment to the principles of development and to the organizational and programmatic goals of SF.
- c) Maturity and emotional balance.
- d) Tact and sensitivity to the needs of others.
- e) Sense of humour.
- f) Willingness and ability to cooperate with others and work in a participatory manner to achieve established goals.
- g) Adaptable, flexible, proactive and innovative.
- h) High level of professionalism in conduct.
- i) Ability to take pressure in the form of occasional long hours and tight deadlines.

Remuneration is negotiable.

Please email a comprehensive resume within 7 days to;

The Regional Director - Asia

Stromme Foundation,

Email : sfoostasla@stromme.org