

## VACANCY ANNOUNCEMENT

### WOMEN ARE ENCOURAGED TO APPLY

The Christian Commission for Development in Bangladesh (CCDB), a leading national NGO involved in development work, is looking for some young, energetic, creative, experienced and dynamic persons for different positions. Candidates meeting the stated recruitment criteria should apply with detailed CV, telephone/cell phone number and 2 copies of recent passport size photograph. Application should be sent to the Personnel Section, CCDB, 88 Senpara Parbatta, Mirpur-10, Dhaka-1216 on or before May 30, 2007. Please write the name of the position applied for on top of the envelope. Only short listed candidates will be called for interview. Attractive and competitive salary and benefit package will be offered.

- \* Computer literacy and good communication skills are a must for all positions.
- \* Incumbents for Positions 1 to 13 must possess excellent presentation skills, oral and written, in both English and Bangla.
- \* They should also demonstrate strong leadership and team building abilities.
- \* Clear understanding of Right Based Approach (RBA), advocacy tools and techniques, and contemporary development issues is essential for positions 1-3, 8-13, 16 and 17.
- \* Age limit may be relaxed for outstanding candidates.

**1. Head-Admin, HR and Govt. Liaison (1 position). Location : Dhaka; Reports to : Executive Director.**  
Major Responsibilities : Coordinate and oversee overall admin, HR and liaison functions. Ensure working environment conducive to productivity. Manage emergencies and crises.

Minimum Requirements : MBA/ Masters in management / public administration or other relevant fields. 10 years' experience in related field in a development organization. 40-50 years of age.

**2. Co-ordinator - Human Resource Management & Development (1 position). Location : Dhaka; Reports to : Head-Admin, HR and Govt. Liaison.**

Major Responsibilities : Play key role in all tasks related to recruitment and Placement. Design performance appraisal systems and conduct regular appraisals. Identify training and development needs and design T&D plans for staff.

Minimum Requirements : MBA with major in HRM / Masters in public administration / Masters in HRM / PGD in HRM. 5 years' experience as an HR manager in a reputed non-profit organization. Professional training will be an added advantage. 35-45 years of age.

**3. Co-ordinator- Admin. and Govt. Liaison (1 position). Location : Dhaka; Reports to : Head-Admin, HR and Govt. Liaison.**

Major Responsibilities : Oversee day-to-day administrative work, manage logistics and procurement. Liaison with relevant government authorities. Obtain fund clearance and approval of PP from NGO Affairs Bureau.

Minimum Requirements : MBA / Masters in management/ Public Admin/Social sciences. 5 years experience in a senior administrative position in a reputed non-profit organization. Professional training will be an added advantage. 35-45 years of age.

**4. Co-ordinator-Finance (1 position). Location : Dhaka; Reports to Head- Finance and Resource Mgt.**

Major Responsibilities : Assist in planning and coordinating the activities of the finance department, and in strengthening financial systems and internal controls; Assist in Coordinating the preparation of program budgets, financial statements and reports for management, Donors and GOB; Prepare for and coordinate, the annual external audit.

Minimum Requirements : Graduate in Accounting; Qualified Chartered Accountant with 5 years post qualification experience; Proficiency in ACCAC PLUS. Knowledge of FAS 117 (Financial Accounting Standards) of Not-for-Profit organizations. 35-45 years of age.

**5. Chief Audit Officer (1 position). Location : Dhaka; Reports to : Executive Director.**

Major Responsibilities : Oversees all aspects of internal auditing functions. Plan and undertake internal audit assignments.

Minimum Requirements : Graduate in Accounting; Qualified Chartered Accountant with 5 years post qualification experience. Knowledge of ISA and BSA and also Generally Accepted Auditing Standards; Proficiency in Accounting Software ACCAC PLUS. 35-45 years of age.

**6. Audit Officer (2 positions). Location : Dhaka; Reports to Chief Audit Officer.**

Major Responsibilities : Conduct internal audit. Prepare reports and follow-up.

Minimum Requirements : Graduate or Diploma in Accounting. C.A. Course Completed required. C.A. Inter pass preferred. Adequate skill to develop audit program. Well developed general auditing skills and an understanding of accounting. 25-35 years of age.

**7. IT Manager (1 position). Location : Dhaka; Reports to : Head-Admin, HR and Govt. Liaison.**

Major Responsibilities : Provide central and field offices required IT and MIS support. Design a Database Management System. Develop an Intranet for the Central Office.

Minimum Requirements : M.Sc. with Diploma in computer science. Completed professional certificate course on networking, software development, hardware troubleshooting, proficiency in programming using MS Access. At least 5 years' experience in maintaining LAN, hardware troubleshooting, etc. 30-40 years of age.

**8. Regional Program Co-ordinator (1 position). Location : Dhaka (Extensive field visits) Reports to : Program Head.**

Major Responsibilities : Co-ordinate, monitor and follow-up the implementation of activities of area offices. Organize regional coordination meetings to review overall progress. Act as Savings and Credit (PMSC) specialist.

Minimum Requirements : Post-Graduate; Professional certificate in human rights, RBA and Advocacy will be preferred. 7 years' experience in development sector in NGO environment. Sound knowledge and skill on savings and credit management. 35-45 years of age.

**9. Technical Co-ordinator-Disaster preparedness and Response (1 position) Location : Dhaka (Extensive field visits) Reports to : Program Head.**

Major Responsibilities : Provide technical support on issues of Climate Change, Environment, and Disaster preparedness and Response. Assist in planning and implementation of disaster preparedness and emergency response. Assist in developing local, Regional and national level DP Networks. Assist in accessing local and national level DP facilities.

Minimum Requirements : Post- Graduate in Social Science or relevant subjects, professional certificates on Disaster Management and Advocacy will be preferred. 7 years' experience in disaster sector in NGO environment. 35-45 years of age.

**10. Planning, Monitoring and Evaluation Officer (2 Positions). Location : Dhaka (Extensive field visits); Reports to : Coordinator-Planning, Monitoring and Evaluation.**

Major Responsibilities : Assist PME coordinator in devising monitoring plan. Conduct PRA session at the field level for monitoring purpose. Collect and analyze quantitative and qualitative data, and prepare reports.

Minimum Requirements : Post- Graduate. 3-5 years of experience in the field of monitoring and evaluation. Skills in quantitative and qualitative data analysis. Experience of using PRA tools and techniques for data collection. Knowledge of SPSS or STATA preferred. 25-35 years of age.

**11. Chief Trainer (1 position) Location : Dhaka Reports to : Co-ordinator (HOPE)**

Major Responsibilities : Plan & manage training activities. Conduct Training Need Assessment. Meet capacity building needs of CCDB and other NGOs. Build rapport and linkage with other institutions/Networks.

Minimum Requirements : Post- Graduate in Social Science. 5 years experience in a senior capacity enhancement position with a well-known NGO. Excellent facilitation, training, presentation and writing skills. 35-45 years of age.

**12. Area Manager (10 positions) Location : field Reports to : Program Head.**

Major Responsibilities : Plan, manage and implement program/activities in a location covering several upazilas. Work as Team Leader and manage and supervise staff. Liaison and network with GO and NGOs.

Minimum Requirements : Post- Graduate. 5 years experience in project management in the development sector. Practical experience in program planning and monitoring and savings and credit management. 30-45 years of age.

**13. Program Officer- Social development and Advocacy (20 positions). Location : Field. Reports to : Area Manager.**

Major Responsibilities : Oversee the formation and strengthening of People's Institutions (PI). Assist PIs in devising advocacy plan to increase access to GO/NGO facilities. Provide guidance to PIs in Savings and Credit operation. Practical knowledge in formation of people's Institution (PI) at grassroots level. Experience in managing micro finance program.

Minimum Requirements : Post- Graduate. 3 to 5 years' experience in relevant field. 30-40 years of age.

**14. Program Officer- Health (10 positions). Reports to : Area Manager.**

Major Responsibilities : Plan organize and conduct different awareness & education activities on HIV/AIDS and PHC, organize and conduct training in cooperation with local GO and NGOs. Develop and maintain networking linkage with local GO and NGOs. Assist PIs in devising advocacy plan to increase access to GO/NGO health care facilities.

Minimum Requirements : DMF with BSS/ B.Sc. Nurse /MPH. 3-5 years' experience in related field. Experience in implementing community education and local level advocacy activities on HIV/AIDS & PHC. Clear and updated understanding of PHC, MCH, HIV/AIDS, STD and RTI.

**15. Accounts Officer (10 positions), Location : Field. Reports to : Area Manager.**

Major Responsibilities : Disburse funds based on the approved project budgets : Prepare and compile financial statements. Oversee and manage the Annual external audit of the project accounts.

Minimum Requirements : Graduate in Accounting; C.A. Course completed with 5 years practical experience. Proficiency in Accounting Software ACCAC PLUS. 30-40 Years of age.

**16. Monitoring Officer (10 Positions). Location : Field. Reports to : Area Manager.**

Major Responsibilities : Develop qualitative and quantitative tools for monitoring. Monitor activities, report periodically, conduct follow-ups and recommend quality improvements for the interventions.

Minimum Requirements : Post-Graduate with 5 years' experience in relevant field. Good knowledge and experience on PM & E and RBM. Able to develop monitoring plans. Skilled in data collection (quantitative and qualitative), analysis and reporting. 30-40 Years of age.

**17. Trainer- Social Development and Advocacy (21 Positions). Location : Field. Reports to : Area Manager.**

Major Responsibilities : Developing training manual, schedule and contents, and conducting and evaluating trainings. Establish linkage with Govt. and other training institutes.

Minimum Requirements : Graduate with 5 years' experience as trainer in any development organization. Excellent facilitation skill and creativity in material development. 25-35 Years of age.

**18. Trainer- health (10 positions) Location : Field. Reports to : Area Manager.**

Major Responsibilities : Developing training manual, schedule and contents, and conducting and evaluating trainings. Establishing linkage with Govt. Health Centers.

Minimum Requirements : Diploma in Nursing/ DMF. 4 years' experience in relevant field.

Excellent facilitation skill and creativity in material development. Clear and updated understanding of PHC, MCH, HIV/AIDS, STD and RTI. 25-35 Years of age.

**19. Community Organizer (116 positions), Location : Field. Reports to : Program Officer.**

Major Responsibilities : Identify potential reference people and conduct baseline survey. Facilitate development of people's Institutions (PI) and assist in PI for capacity building, funds management, advocacy and networking. Ensure timely recovery of loan and cost of capital from PIs.

Minimum Requirements : Graduate. Excellent motivation and communication skills. 22-35 Years of old.



## CAREER OPPORTUNITY

### Assistant Sales Manager-Infusion

#### Responsibilities:

- To implement company's marketing & sales strategies and achieve sales targets
- To ensure overall management of sales and promotion of PPL products

#### Job Requirements:

- M. Sc. in biological science
- 4-6 years of professional experience with at least 2-3 years in managerial level in sales department of a well reputed Pharmaceutical Company
- Age within 40 years
- Must be innovative with high level of problem solving and analytical skills
- Must have strong leadership skill with excellent interpersonal communication and presentation skills and high level of team building capacity
- Must be self-driven and career-oriented in nature

### Regional Manager-Infusion (RM)

#### Responsibilities:

- Implement company's marketing & sales strategies and achieve sales targets through guiding and supervising Area Sales Managers in assigned region
- Proactively co-ordinate with the relative functional & operational department viz-a-viz Marketing & Distribution
- Maintain strong relationship with key customers in the region

#### Job Requirements:

- B. Sc/ M. Sc preferably in biological Science
- 4-5 years of professional experience with at least 2 years in similar capacity in any reputed pharmaceuticals company with proven track record
- Age within 38 years

Candidates with experience in Infusion will be given preference

Popular Infusions Ltd. is the most modern infusion plant to manufacture infusions of highest quality with latest FFS technology in PP bag. This novel technology is introduced for the first time in Bangladesh.

PIL is diligently working today with the technology and professional expertise of tomorrow.

"Confidentiality of all applications will be strictly maintained"

Interested candidates are requested to apply mentioning the name of the position on top of the envelope by May 20, 2007 with a copy of resume and one copy of recent passport size photograph and contact telephone number to: Human Resources Department, Popular Infusions Limited, House # 25, Road # 2, Dhanmondi, Dhaka-1205.

## VACANCY ANNOUNCEMENT SPECIFICALLY FOR INDIGENOUS COMMUNITY MEMBERS FROM CHITTAGONG HILL TRACTS

### WOMEN ARE ENCOURAGED TO APPLY

The Christian Commission for Development in Bangladesh (CCDB), a leading national NGO involved in development work, is looking for some young, energetic, creative, experienced and dynamic persons for different positions for its program location at Bandarban covering four upazilas : Bandarban, Ruma, Ruangchari and Thanchi. Applicants must belong to any of the Indigenous communities of the Chittagong Hill Tracts. Candidates meeting the stated recruitment criteria should apply with detailed CV, telephone/cell phone number and 2 copies of recent passport size photograph. Application should be sent to the Personnel Section, CCDB, 88 Senpara Parbatta, Mirpur-10, Dhaka-1216 on or before May 30, 2007. Please write the name of the position applied for on top of the envelope. Only short listed candidates will be called for interview. Attractive and competitive salary and benefit package will be offered.

- \* Computer literacy and good communication skills are a must for all positions.
- \* Clear understanding of RBA, RBM, advocacy tools and techniques, and contemporary development issues is essential for Positions 1,2,5 and 6.
- \* Age limit may be relaxed for outstanding candidates.

**1. Area Manager (1 position). Reports to : Program Head.**

Major Responsibilities : Plan, manage and implement program/ activities in a location covering several upazilas. Work as Team Leader and manage and supervise staff. Liaison and network with GO and NGOs.

Minimum Requirements : Post Graduate. 5 years experience in project management in the development sector. Practical experience in program planning and monitoring, and savings and credit management. Excellent presentation skills, oral and written, in both English and Bangla. They should also demonstrate strong leadership and team building abilities. 30-40 years of age.

**2. Program Officer - Social Development and Advocacy (3 position). Reports to : Area Manager.**

Major Responsibilities : Oversee the formation and strengthening of people's Institutions (PI). Assist PIs in devising advocacy plan to increase access to GO/NGO facilities. Provide guidance to PIs in Savings and Credit operation.

Minimum Requirements : Post-Graduate. 3 to 5 years experience in relevant field. Excellent presentation skills, oral and written, in both English and Bangla. Practical knowledge in formation of people's Institution (PI) at grassroots level. Experience in managing micro-finance program. They should also demonstrate strong leadership and team building abilities. 30-40 years of age.

**3. Program Officer Health (1 position) Reports to : Area Manager**

Major Responsibilities : Plan, organize and conduct different awareness & education activities on HIV/AIDS and PHC. Organize and conduct training in cooperation with local GOB and NGO personnel. Develop and maintain networking linkage with local GOB and NGOs. Assist PIs in devising advocacy plan to increase access to GO/NGO health care facilities.

Minimum Requirements : DMF with BSS/B.Sc. Nurse/MPH. 3-5 years' experience in related field. Experience in implementing community education and local level advocacy activities on HIV/AIDS & PHC. Clear and updated understanding of PHC, MCH, HIV/AIDS, STD and RTI.

**4. Accounts Officer (1 Position). Reports to : Area Manager.**

Major Responsibilities : Disburse funds based on the approved project budget; prepare and compile financial statements. Oversee and manage the annual external audit of the project accounts.

Minimum Requirements : Graduate in Accounting; C.A. Course completed with 5 years practical experience; proficiency in Accounting Software ACCAC PLUS. 30-40 years of age.

**5. Monitoring Officer (1 position). Location : Field. Reports to : Area Manager.**

Major Responsibilities : Develop qualitative and quantitative tools for monitoring. Monitor activities, report periodically, conduct follow-ups and recommend quality improvements for the interventions.

Minimum Requirements : Post-Graduate with 5 years' experience in relevant field. Good knowledge and experience on PM & B and RBM. Able to develop monitoring plans. Skilled in data collection (quantitative and qualitative), analysis and reporting. 30-40 years of age.

**6. Trainer- Social Development and Advocacy (2 positions). Reports to : Area Manager.**

Major Responsibilities : Developing training manual, schedule and contents and conducting and evaluating trainings. Establish linkage with Govt. and other training institutes.

Minimum Requirements : Graduate. 5 years experience as trainer in any development organization. Excellent facilitation skill and creativity in material development. 25-35 years of age.

**7. Trainer- Health (1 position). Reports to : Area Manager.**

Major Responsibilities : Developing training manual, schedule and contents and conducting and evaluating trainings. Establishing linkage with Govt. Health Centers.

Minimum Requirements : Diploma in Nursing /DMF. 4 years experience in relevant field. Excellent facilitation skill and creativity in material development. Clear and update understanding of PHC, MCH, HIV/AIDS, STD and RTI. 25-35 years of age.

**8. Community Organizer (16 positions). Reports to : Program Officer.**

Major Responsibilities : Identify potential reference people and conduct baseline survey. Facilitate development of people's Institutions (PI) and assist in PI related capacity, building, funds management, advocacy and networking.

Minimum Requirements : Graduate. Excellent social skill. 22-35 years old.