

EMPLOYMENT OPPORTUNITY FOR RECEPTIONIST

We are inviting applications for the post of Receptionist. Suitable candidates would be fluent in English, with basic knowledge in book keeping and computers, and below 30 year of age. Eligible females are encouraged to apply within 31st of May 2007 with 2 copies of passport size photographs, cover letter, and CV to World Wide Apparel Resources Ltd. House # 2 (4th floor), Block # F, Road # 4, Banani-1213, Dhaka. Kindly mention your expected salary.

APARTMENT RENT

Banani Road -13 House-137, Block -E, apt. 5-D 2100sq. ft 3Bed/Bath Drawing Dining Modern Apartment. Tel-8850211, 01711-522035

TO-LET

GULSHAN, Three bed, new 1360 sqft flat with two AC, washing machine, microwave, gger, TV, Freezer, Fan Road 136, House-10, D5. Foreigner preferred. 01819251946, 8913936.

House for Rent

Gulshan 2, Road 66, 2nd floor, 4 Beds, 3 Baths, drawing dining Servants Room. 2400 Sfr. Foreigners preferred. # 8916453, 01678134486, 01670069096.

LAND WANTED

Paradise Properties Ltd., a sister concern of Paradise Group, is looking for lands at good locations of Dhaka City for building apartments of high quality.

Landowners at above locations and willing to develop their lands by joint venture initiatives are requested to contact at following address:

Paradise Properties Ltd.

34, Kemal Ataturk Avenue

10th Floor of Awal Centre

Banani C/A, Dhaka-1213

Tel: 9861597, 9861598, 8859166, 8834142

Mobile: 01713443067.

Biman Bangladesh Airlines

HEAD OFFICE, BALAKA, KURMITOLA, DHAKA-1229, BANGLADESH. CABLE: AIRBANGLA. PABX: 897400-10 LINES, 897410-10 LINES. FAX: 880-2-893005, TELE: 642649 DABQ BJ

সংশোধনী

গত ০৮-০৫-২০০৭খ্রিঃ তারিখে দৈনিক আমাদের সময় এবং ০৯-০৫-২০০৭খ্রিঃ তারিখে দি ডেইলী স্টার পত্রিকায় প্রকাশিত 'এয়ারলাইন্স কেবিন ক্রু ট্রেনিং প্রোগ্রাম' শীর্ষক বিজ্ঞপ্তিটি সংশোধনযোগ্য। উক্ত বিজ্ঞপ্তিতে বর্ণিত আবেদনপত্র জমা দেয়ার সময়সীমা ৩১শে মে ২০০৭ এর পরিবর্তে ১৪ই জুন ২০০৭ নির্ধারণ করা হয়েছে।

অধ্যক্ষ

বাংলাদেশ এয়ারলাইন্স ট্রেনিং সেন্টার, ঢাকা

জিডি-১৬৪১

BRAC

75, Mohakhali, Dhaka-1212.



BRAC

Tender Notice for Poultry Feed Ingredients

Sealed tenders are hereby invited from bonafide-Suppliers/Agents to Supply "DL- Methionine".

Following are to be submitted along with the tender: (1) Brochure/Handout/Technical specification of the product (2) Copy of VAT registration certificate (3) Up to date copy of trade license (4) Copy of manufacturer's certificate (5) Up to date copy of Tax payment receipt. Tender Schedule can be obtained from the Procurement Department of BRAC, BRAC Centre, 75 Mohakhali, Dhaka-1212 free of charge from 20-05-2007 to 30-05-2007 from 9.00am to 5.00 pm, and to be dropped on 31-05-2007 from 9.30 a.m. to 2.00 p.m. in the box kept at the procurement department, BRAC Center, (Ground Floor) 75, Mohakhali, Dhaka-1212. Tender will be opened on the same day at 2.30 p.m. in presence of tenderers or their representatives (if any). Payment will be made through Foreign L.C. BRAC authority reserves the right to accept or reject any / all tenders without assigning any reason thereof.

Procurement Department, BRAC. Tel : 9881265, Ext : 2035.

**DHAKA STOCK EXCHANGE LIMITED**

9/F, Motijheel C/A, Dhaka-1000.

CAREER OPPORTUNITY

Dhaka Stock Exchange invites applications for the post of Personal Officer to CEO. He/She shall be responsible for assisting all works of CEO's secretariat of DSE.

Requirements:

1. Must be an MBA in any discipline from a reputed University.
2. Good command over written and spoken English & Bengali is a must with demonstrated ability to correspond independently.
3. Prior experience of undertaking the role of Personal Officer in Company of repute is desirable.
4. Proficiency in MS-Office and Internet based operation is a must. Knowledge of shorthand will be treated as added qualification.
5. The incumbent must know the art of handling communication with other organizations.
6. Assist in day-to-day works of the Chief Executive Officer; maintain appointment schedules & correspondence with employees will be part of responsibility.

Candidates having the above background with the ability to work under pressure should send a full CV in confidence to the Secretary, Dhaka Stock Exchange Limited, 9/F, Motijheel C/A, Dhaka-1000 by May 31, 2007.

PROFESSIONAL OPPORTUNITIES

Women and men will be given equal preference.

A project of the Department of Environment (DOE) co-funded by the Canadian International Development Agency and Government of Bangladesh is seeking applications for the following positions. The mandate of the Project is to strengthen the institutional capacity of the DOE for sustainable environment management in Bangladesh.

1. Social and Gender Partnership Specialist (SGPS)

The SGPS is required to support the implementation of the project's Gender Equity Strategy and the development of environmental awareness programs and civil society partnerships. An emphasis of this position will be to ensure a transfer of knowledge to DOE staff on all matters related to addressing gender equality issues and environmental awareness raising.

Qualifications: Masters degree in a Sociology/Social Welfare/Social Development

Experience: 5 years working experience in programs with an active emphasis on gender equality and social development. Working experience with Government departments and civil society groups is also required.

Duration: This will be a two years contractual assignment commencing July 2007.

2. Officer IT (System Specialist)

Qualifications: Masters Degree in scientific discipline, preferably related to information systems and/or environment.

Experience: The Candidate is expected to have at least 5 years working experience with computer-based natural resource/scientific information systems in a networked environment. Knowledge and ability in office systems and database management, demonstrated ability to work effectively with government officials, experience in deployment of web-based applications will be preferred.

Duration: This will be a one year contractual assignment commencing July 2007.

3. Finance & Admin Manager

The incumbent will be responsible for the supervision of the Finance & Admin Department's activities, particularly General, Financial and Project Accounting, Budgeting, Cash Management, Audits & Evaluation, implementation of internal control and responsible for the production of various financial reports, guidance, training, motivation and evaluation of all department personnel and carry out certain administrative functions of supervision of procurement, transport, logistics, maintenance and security.

Qualifications: Minimum Masters Degree in Commerce, Finance or Business Administration. Experience: Minimum 5 years experience in managerial positions ideally with funding agency projects or multinational companies. Demonstrated computer proficiency in Microsoft Office software, particularly the operations of a QUICKBOOKS General Ledger and Financial Report software package is a must.

The Consultants must possess strong interpersonal skills, with a demonstrated capability to listen and learn as well as to perform the tasks assigned. Strong oral and written communication skills are essential. Superior English language skills (reading, written and spoken) are a requirement. Strong computer literacy at the working level is also a requirement (Word, PowerPoint, Outlook etc.). The consultant will be expected to produce his/her own reports with minimal assistance. The positions are Dhaka based and may involve travel to project areas outside Dhaka. The Consultants will be required to interact extensively and work together with various levels of DoE officer.

Applicants are requested to send a cover letter indicating how they meet the above qualification and experience, two copies of relevant resume with photograph, names of two accessible referees for whom the applicant has completed similar assignment and indicating the daily fees rate to: P.O. Box 6117, Gulshan, Dhaka - 1212, to be received not later than 31st May, 2007. The position applied for must be mentioned on the top left corner of the envelope.

Only short listed applicants will be contacted for written test and interview.
(ANY ATTEMPT AT PERSUASION WILL DISQUALIFY THE CANDIDATE)

ন্যাশনাল প্রোগ্রাম ডিরেক্টরের কার্যালয়
সেন্টার প্রোগ্রাম সাপোর্ট টু ওয়াটার সাপ্লাই এন্ড স্যানিটেশন সেন্টার, ২য় পর্যায়
জিপিএইচই ভবন (৬ষ্ঠ তলা), ১৪ শহীদ ক্যাপ্টেন মনসুর আলী সরগী, কাকরাইল, ঢাকা-১০০০

নিয়োগ বিজ্ঞপ্তি

নং: হ্রাসবি/পাস-৩/এনপিডি/২০০৬/০৯৩

তারিখ: ১৬মে ২০০৭

জেনারেল সারকারের আর্থিক সহায়তার ব্যবস্থার ন্যাশনাল সেন্টার প্রোগ্রাম সাপোর্ট টু ওয়াটার সাপ্লাই এন্ড স্যানিটেশন সেন্টার, ২য় পর্যায়ের আওতাধীন 'সেন্টার প্রোগ্রাম সাপোর্ট ম্যানেজমেন্ট (এনপিডি)' ও 'সেন্টার পলিসি সাপোর্ট অর দা ডব্লিউএসএসপিএস-২ (পিএসইউ)' প্রকল্প দুটির জন্য নিম্নোক্ত পদে সম্পূর্ণ অস্থায়ী ভিত্তিতে কেবলমাত্র প্রকল্প মেয়াদে নিয়োগের নিমিত্ত প্রকৃত অর্থায়ী বাংলাদেশী নাগরিকগণের নিকট হতে সর্বশেষ আহবান করা যাচ্ছে:

ক্র. নং	পদের নাম	প্রকল্প/অর্থায়নিক সংস্থা/প্রকল্পের নাম	সর্বোচ্চ বয়স	যোগ্যতা ও অভিজ্ঞতা
১	জ্যেষ্ঠ সিস্টেম এনালিস্ট	১	০	৩০ বছর
২	জ্যেষ্ঠ ডেভেলপার	২	২	৩০ বছর
৩	পিসন	১	২	৩০ বছর

২. শর্তাবলী:

- (১) একই পদের প্রকল্প/অর্থায়নিক সংস্থা/প্রকল্পের নামে কাজের অভিজ্ঞতাসম্পন্ন প্রার্থীগণের ক্ষেত্রে বরসীমা শিথিলযোগ্য।
- (২) জ্যেষ্ঠ ডেভেলপার ও পিসন পদে 'সেন্টার প্রোগ্রাম সাপোর্ট ম্যানেজমেন্ট (এনপিডি)' এবং 'সেন্টার পলিসি সাপোর্ট অর দা ডব্লিউএসএসপিএস-২ (পিএসইউ)' উভয় প্রকল্পে নিয়োগ করা হবে। প্রার্থী যে প্রকল্পে নিয়োগ পেতে ইচ্ছুক, আবেদনপত্রে সে প্রকল্প ও পদের নাম উল্লেখ করতে হবে। প্রকল্পের সংক্ষিপ্ত নাম অর্থাৎ 'এনপিডি' অথবা 'পিএসইউ' লিখতে হবে।
- (৩) বামের উপরে অবশ্যই পদের নাম লিখতে হবে।
- (৪) আবেদন পত্রে নিম্নোক্ত তথ্যাদি উল্লেখ করতে হবে:
 - ক) আবেদনকারীর পূর্ণ নাম (বাংলা ও ইংরেজীতে); খ) পিতা/স্বামীর নাম; গ) স্বামীর নাম; ঘ) বর্তমান ঠিকানা; ঙ) ঘরোয়া ঠিকানা; চ) জন্ম তারিখ এবং ৩১ মে ২০০৭ তারিখে বয়স; ছ) শিক্ষাপত্র যোগ্যতা; জ) অভিজ্ঞতা।
 - গ) জ্যেষ্ঠ ডেভেলপার পদে আবেদনকারীকে জ্যেষ্ঠ ডেভেলপার-এর সভ্যায়িত কপি আবেদন পত্রের সাথে পাঠাতে হবে।
 - ঘ) কোন প্রকার স্থগিত প্রার্থীর আবেদন্যতা বলে গণ্য হবে।
 - ঙ) বেতন ভাতাদি ও অন্যান্য সুযোগ সুবিধা জনিভার বেতন কাঠামো এবং সার্ভিস রুলস অনুযায়ী প্রকল্প প্রকল্পের উভয় প্রকল্পের সুবিধা সমান।
 - চ) প্রার্থীকে ই-মার্জিন-এর জন্য কোন প্রকার টিএ/ডিএ প্রদান করা হবে না।
- (৫) আবেদনপত্র পাঠানোর ঠিকানা:

সদস্য সচিব
নিয়োগ কমিটি
এনপিডি অফিস
ডব্লিউএসএসপিএস-২র পর্যায়, জিপিএইচই ভবন (৬ষ্ঠ তলা)
১৪, শহীদ ক্যাপ্টেন মনসুর আলী সরগী, কাকরাইল, ঢাকা-১০০০
- (৬) আবেদনপত্র জমা দেওয়ার শেষ তারিখ ৩১ মে, ২০০৭ (অফিস চলাকালীন সময়ের মধ্যে)

Palmal

Group of Industries

Professional Search

Palmal Group, one of the leading and fast growing 100% export oriented apparel business conglomerates in Bangladesh offers rewarding career growth opportunities for person / persons who are proactive, committed and result oriented to work in it's Corporate Head Office :-

01. GM/DGM Group Maintenance:

Position Profile: B.Sc in Electrical/Mechanical engineering from a reputed engineering university. Must have minimum 10/12 years working experience as maintenance incharge in a big company with sufficient knowledge in maintaining Gas and diesel Generator, Boiler & Electrical related works etc. Preference will be given to the candidate having experience as maintenance head in a big garments company.

02. Group Generator Maintenance In-charge:

Position Profile: B.Sc/Diploma Engineer (Mechanical/Electrical) from a reputed University /Institute. Must have 5/7 years experience in maintenance of different Gas & Diesel generators preferably in Garments sector.

03. Electrical Engineer:

Position Profile: B.Sc Engineer (Electrical) from a reputed Engineering University preferably from BUET. Should have strong knowledge of electrical based computer applications including Auto CAD & other updated software. Must have 5/7 years proven track record of successful career. Experienced in garments factory related electrical works including generator, Sub-station etc will be preferred. Engineers having experience in big real estate company on electrical works can also apply.

04. Civil Engineer:

Position Profile: B.Sc Engineer (Civil) from a reputed Engineering University preferably from BUET. Must have strong knowledge on Civil Engineering based computer applications including Auto CAD & other updated related software. Must have 5/7 years proven track record of successful career. Experience in garments factory/Real Estate company related construction works would be preferred.

05. IT Manager:

Position Profile: M.Sc/B.Sc in Computer Science. Must have minimum 5/6 years working experience as system administrator in a big company with adequate knowledge & experience on software based works.

06. Officer (Admin & Compliance):

Position Profile: Graduate/Masters with minimum 3 years working experience (Admin & Compliance Officer) in reputed garments factory. Should have enough knowledge on labour law-2006, COC of different reputed buyers and implementation of those in the factory.

07. Officer (Welfare & Counseling): Female

Position Profile: Graduate/Masters preferably with 1-2 years working experience in dealing factory Compliance /Personnel/HRM issues. The incumbents will be responsible for counseling, motivation, grievance handling & welfare activities of employees in garments factories.

08. Doctor:

Position Profile: MBBS passed from a reputed Medical College. Should have minimum 2/3 years professional experience preferably in Garments Sector.

09. IT Officer:

Position Profile: The candidate should be graduate with Diploma in Computer field preferably in software side. Must have 2-3 years experience and expertise in MS word, MS excel, Power Point with typing skill in both English & Bengali having garments factory experience. Preference will be given to the candidates having knowledge in proximity attendance system with basic knowledge of related software.

10. বয়সার অপারেটর:

প্রার্থীকে ন্যূনতম এম.এস.সি পাস হতে হবে। বয়সার পরিদপ্তর কর্তৃক (Directorate) ইস্যুকৃত আপ টু ডেট "বয়সার অপারেটর সার্টিফিকেট" সহ পাসেজিং ফাইলিতে স্বাক্ষর সাক্ষর ধরনের বয়সার অপারেশন এ/এ বয়সারের অভিজ্ঞতা থাকতে হবে। দীর্ঘ অভিজ্ঞতা সম্পন্ন প্রার্থীদের ক্ষেত্রে শিক্ষাপত্র যোগ্যতা শিথিলযোগ্য।

Interested candidates may send their detail C.V. a recent P.P. size color Photo to HRM Department, Palmal Group, Corporate Head Office, House # 16, Road # 30, Gulshan-1, Dhaka-1212; on or before May 28, 2007.

Palmal

Group of Industries

Professional Search

Palmal Group, one of the leading and fast growing 100% export oriented apparel business conglomerates in Bangladesh offers rewarding career growth opportunities for person / persons who are proactive, committed and result oriented to work in it's Factory & Corporate Head Office :-

1. Factory Manager :

Position Profile: Graduate/masters in any discipline with 8-10 years experience in production planning & controlling, production and factory administration of a large garments factory of 8-16 lines in a similar position, having knowledge of labor laws, buyer's compliance, cost control and managing a large work force, establishing a strong leadership. Retired army personnel with similar experience may also apply.

2. Manager/Assistant Manager (Production) :

Position Profile: Preferably, a graduate in any discipline with (7-8 years for Manager & 4-5 years for Assistant Manager) experience in knit / woven garments production in a large factory. Capable to manage a large work force and increase production by implementing modern techniques; time & motion study. Preference will be given to the candidate working in a large set ups catering to premium US buyers.

3. Manager/Assistant Manager/In-charge (Finishing):

Position Profile: Graduate in any discipline with (7-8 years for Manager, 5-7 years for Asst. Manager, 3-4 years for In-charge) experience in a large & reputed knit/ woven garments factory handling reputed US buyers.

4. Accounts Officer:

Position Profile: Masters in Accounting from any reputed University with 3-5 years experience in any large garments group. Computer literacy in MS-Office is essential. Age limit 30 years.

5. Officer (Store) :

M.Com/B.Com from any recognized University with 3-5 years similar experience in any Compliant garments factory.

1. Senior Manager (Commercial): Masters in any discipline and having no third class with strong personality. At least 10 years experience in handling Customs independently in a reputed garments group. Candidates having experience in handling "UPP"(Utilization Permission) of a large Textile can also be apply. Attractive remuneration will be offered to the right candidates. Maximum age limit 40 years.

2. Commercial Executive (Customs): Graduate from any recognized University and having no third class. 6-7 years working experience in a garments group with strong personality. Must have sound knowledge in handling Customs Audit independently. Maximum age limit 35 years.

3. Commercial Officer (Export/Import/Documentation): Masters in any discipline and having no third class. At least 3-5 years working experience in handling Shipping line, C&F and UD and Export LC/ in handling Import under bonded system and Export documentation in a reputed garments group. Very good computer knowledge is the prerequisite. Maximum age limit 35 years.

4. Computer Operator : Graduate in any discipline. Very good computer knowledge is the prerequisite. Experience in Export & documentation in any Group will be added value. Maximum age limit 30 years.

5. Production Coordinator (1 Position for H/O & 1 Position for Washing Factory): Graduate in any discipline with 7-8 years working experience of production planning & coordination in large knit/ woven garments factories/ Washing factory. Should be energetic, capable to work independently, acquiring related information before production & providing information-Follow up- projected auditing & reporting.

6. Manager/Assistant Manager (Quality Assurance) : Should be at least graduate / masters in any discipline with (7-8 years for Manager & 4-5 years for Asst.Manager) experience in planning, checking, follow-up, monitoring and reporting activities of Quality Assurance including buyers handling and be capable to work independently, leading a group of Quality Controllers.

7. Sr. Merchandiser /Merchandiser : Graduate/masters in any discipline with (6-8 years for Sr.Merchandiser & 3-4 years for Merchandiser) experience & capable to work under pressure. He will be fully responsible for all merchandising issues including handling orders of different buyers independently. Knowledge in Computer & English is a must.

8. Pattern Master : Graduate in any discipline and should have at least 7-8 years as In-charge /Head of sample section of a reputed group of Knit garments industry. Preference will be given to those who have experience in handling CAD/CAM system.

9. Transport Engineer/Coordinator : Diploma in Automobile Engineering with 7-8 years experience in operating more than 100 vehicles maintenance, servicing & overhauling, coordination & controlling of large pool of vehicle and drivers.

Interested candidates may send their detail C.V. a recent P.P. size color Photo to HRM Department, Palmal Group, Corporate Head Office, House # 16, Road # 30, Gulshan-1, Dhaka-1212; on or before May 28, 2007.