

Research Career Opportunities at CPD

Senior Research Associate / Research Associate

The Centre for Policy Dialogue (CPD), a premier civil society think-tank, is planning to recruit a number of qualified professionals who are interested to pursue an intellectually challenging career that demands commitment, initiative and creativity.

Senior Research Associate

The ideal candidate will have a Post Graduate/Masters degree in Social Sciences including Economics, International Relations, Public Administration, Finance, Statistics or Business Administration. At least three first divisions/class in relevant subject or a minimum CGPA of 3.75 is required. The successful candidate for this position will have at least two years of effective service experience in an academic position. Requirements may be relaxed for candidates with foreign degree and/or significant publications. S/he will work as a member of the core research team at CPD. Gross salary is in the range of Tk. 25,000-40,000 per month and other admissible benefits.

Research Associate

The ideal candidate will have a Post Graduate/Masters degree in one of the Social Science disciplines including Economics, International Relations, Public Administration, Finance, Business Administration and statistics. At least three first divisions/class in relevant subject or a minimum CGPA of 3.75 is required. S/he will work as a member of the core research team at CPD. Gross salary is in the range of Tk. 18,000-25,000 per month and other admissible benefits.

Essential for both positions: Good analytical abilities, excellent drafting skills in both Bangla and English, strong communication skills and high computer literacy. Able to perform multi tasks under pressure in a competitive environment.

Shortlisted candidates will be invited for a written test to be followed by an interview. Interested candidates should provide their resume and a photograph by post, fax or electronic mail by **Sunday, 10 June 2007.**

Contact Address: CPD, GPO Box 2129, Dhaka 1000, Bangladesh.

Fax: (880 2) 9135269; E-mail: hkabir@cpd-bangladesh.org; Website: www.cpd-bangladesh.org

Department of Foreign Affairs Ministère des Affaires étrangères

EMPLOYMENT OPPORTUNITY

Position : Social Secretary (LE-05) Starting Salary : 381,463 Taka/year
Status : Indeterminate

Main Duties :

- provides representational, secretarial and clerical support to the High Commissioner
- act as liaison between Official Residence Staff and High Commissioner's office
- drafting correspondence on behalf of the High Commissioner
- providing advice on local protocol procedures

STATEMENT OF MERIT CRITERIA

ESSENTIAL QUALIFICATIONS

- Educations :**
Completion of Bachelor's Degree in Relevant Discipline
- Language Requirements :**
Fluent in English and Bangla
- Experience :**
Minimum 5 years experience working with high level officials (public or private sector) or dignitaries.
- Knowledge :**
Knowledge of Protocol and Social Etiquette
Knowledge of government officials, roles and contacts
Knowledge of computer programmes
Knowledge of social contacts in Bangladesh
- Abilities :**
Ability to type 35 words per minute
Ability to plan/organise work and events
Ability to work in a team environment
- Personal Suitability :**
Demonstrated discretion
Willingness to do additional work outside usual duties
Good judgment
Openness to cultural diversity
Energetic and eager to learn
Hardworking
Adaptable and Flexible

ASSET QUALIFICATIONS

Experience with Foreign missions in protocol
Established contacts with government officials

Operational Requirement(s):

Overtime

Organisational Need(s) :

French Language Ability
Master's Degree

Conditions of Employment :

Reliability Check

Notes:

- Candidates must meet each essential qualification to be appointed to the position. A candidate may be appointed to the position even though he or she does not meet the asset qualifications, the operational requirement and the needs of the organisation, but meeting them is desirable and may be a deciding factor in choosing the person who will be appointed.
- Candidates must meet and maintain the above condition of employment throughout their employment.

Applications to be submitted in writing to the Human Resources Section, Canadian High Commission, or by e-mail at dhaka-hr@international.gc.ca by 12:30, Thursday, May 31st.

Job Vacancy

H&M International Ltd. one of the leading European retailers searching for competent persons to fill the below positions for their Dhaka Office.

Job: Receptionist

Requirements:

- Only female candidates can apply
- Minimum 3 years experience as a receptionist from an international company.
- Candidate should be well organized and able to manage daily phone and visitor flow.
- Ability to work independently as well as in a team.
- Own initiative and a good communication skill is must.
- Capable to handle and work under pressure.
- Excellent knowledge in written and spoken English.
- Excellent Computer knowledge with office program.

Benefit package:

- Includes: salary, yearly salary review, 2 full bonuses (yearly), provident fund, loyalty bonus (after five years proportionately), employee out door medicals, medical insurance, weekly 2 days holiday, others governmental holidays, annual leave, above all an excellent friendly working environment where you can be yourself.

If you feel you are the right person we are looking for, should send your C.V with recent photo and correct mobile/phone number to, H&M International Ltd. House No. CWN(A) 35, Road No. 43, Gulshan-2 Dhaka-1212. Kindly note that application received after 10 days from the publication will not be consider.

Please mention the post in the top of the envelope.



FOR SALE

ACRYLIC YARN SPINNING MACHINERIES COMPLETE PROJECT OR SECTION WISE

LIST OF MACINERY (SPINNING)

Sl. No	Description	Qty
1	Converter, Cognetex, Type MSC-2	1 Set
2	Mixer, Cognetex, Type SMC-100	1 Set
3	Auto Leveler, Cognetex, Type SC-400	2 Set
4	Hi-Gill, Cognetex, Type SC-400	1 Set
5	Bi-Coiler, Cognetex, Type SC-400	1 Set
6	Finisher, Cognetex, Type SFC 22 Spindles	1 Set

WORSTED RINGSPINNING FRAMES

Sl. No	Description	Qty
1	Worsted RingSpinning Frames, Textima, Type 2111K (6 Machine X 420= 2520 Spindles)	6 Set
2	Worsted RingSpinning Frames, Textima, Type 2111K (6 Machine X 360= 2160 Spindles)	6 Set
3	Worsted RingSpinning Frames, Textima, Type 2113K (3 Machine X 528= 1584 Spindles)	3 Set
Total=6264 Spindles		

OTHER MACHINES

Sl. No	Description	Qty
1	Savio Auto Corner, Type RAS 15, (4 Machine = 188 Spindles)	4 Set
2	Doubler: (FADIS) (1 Machine = 36 Spindles)	1 Set
3	Two For One Twisters Elitex, License Volkmann, Type VTS-07, (7 Machine X 132= 924 Spindles)	7 Set
4	Reeling Machine, Croon & Lucke, Type S 400A (3 Machine X 30= 90 Spindles)	3 Set

LIST OF MACHINERY (DYEING)

Sl. No	Description	Qty
1	Spraying Dyeing 800 LBS	1 Set
2	Spraying Dyeing 600 LBS	1 Set
3	Spraying Dyeing 200 LBS	1 Set
4	Spraying Dyeing 20 LBS	1 Set
5	Hank Drying 8 Chambers	1 Set
6	Hydre Extractor	4 Set
7	Sample Machine 20 Beakers	2 Set
8	Electric Balance	1 Set
9	Washing Machine 150 KG	2 Set
10	Dryer 100 KG	2 Set
11	Cabinet Hank Dyeing 10 LBS	1 Set
12	Cabinet Hank Dyeing 400 LBS	1 Set
13	Cabinet Hank Dyeing 600 LBS	1 Set
14	Auto Drying Machine 150 LBS	1 Set

For details please contact:

Mobile Nos. 01725587046 or 01711537452



Skincare Cosmetic Int'l Ltd.
H-15, R-35, Gulshan-2, Dhaka. Tel-8857706 / 01715062209

CAREER OPPORTUNITY

DBL Group a fastest growing 100% export oriented industrial complex equipped with numbers of composite knit garment units, dyeing, finishing, spinning and other allied industrial units, is looking for experienced, energetic and dynamic personnel for appointment to the following positions :

SL. No.	Post	Number of Post	Qualifications & Experience
1.	General Manager : Accounts & Finance	01	a) FCA/FCMA with minimum 10 (Ten) years post qualification experience. b) Should possess excellent personality and ability to have total control over the functions and responsibilities of the concerned department.
	Cost, Budget & Material Management	01	c) Age : Not exceeding 50 years. d) Remuneration Package : Negotiable
2.	Company Secretary	01	a) Chartered Secretary with 05 (Five) years post qualification experience. b) Should possess excellent personality and ability to deal with all company affairs as well as to manage personnel and administrative affairs. c) Age : Not exceeding 45 years. d) Remuneration Package : Negotiable

Interested candidates are requested to send their resume along with a covering letter and two passport size photograph mentioning the job applied for on the envelope within next 10 (Ten) days to the following address :

General Manager

DBL Group

102 Green Road, Farmgate, Tejgaon, Dhaka-1215.

SALES MANAGER : CODE-B-001

Mechanical / Electrical / C & I engineering degree holders preferably with post-graduate qualification in Marketing Management with relevant work experience of 5 - 10 years in selling reciprocating engines preferably gas engines.

Key responsibility would be to develop new sales in Bangladesh

ACCOUNTS MANAGER : CODE-B-002

Chartered Accountant with 4 - 5 years of experience in independently handling overall accounting functions including payroll, banking, inventory control, MIS and finalization of accounts. Knowledge of Import and Export procedure, Direct / Indirect taxes, VAT etc. is essential. Should be able to deal with both internal and statutory auditors.

WORKSHOP ENGINEER : CODE-B-003

A mechanical diploma engineer with 3 - 6 years of work experience in servicing of reciprocating engines, having working knowledge of basic workshop equipment, fitting skills for engine components like cylinder heads would be preferred.

The candidate should be willing to travel to sites as required.

OFFICER - SPARES & LOGISTICS : CODE-B-004

A commerce graduate having minimum 5 years of work experience in handling customer enquiries, tenders, commercial documentation, customs clearance, storage, packing and dispatch of parts would be preferred.

The candidate should have good knowledge of import procedures, storage, packing and dispatch procedures of high value items, custom tariff rates of different categories of Diesel / Gas engine spares.

FRONT OFFICE EXECUTIVE : CODE-B-005

Computer literate graduate with good communication skills in English and Bangla, having minimum of 3 years of experience in Front office, handling administration activities including documentation, courier and correspondence.

For all the above positions Computer Literacy in MS Office and Internet Knowledge is a must. Interested candidates are requested to send their complete Resume/ CV with detailed personal, educational and professional information, including contact phone numbers, current designation, present & expected salary, minimum time period to join by Email to: hr.mnc@rediffmail.com

You may also send your complete Resume/ CV to Box No.: A-82 C/O Daily Star 19, Karwan Bazar, Dhaka.

Your application must reach us within 15 days.

The Position and the Job Code must be mentioned both on the envelope and the covering letter. For email, please mention the Position and Job Code in the subject line.

London Metropolitan University

London Metropolitan University is London's largest Single University, with over 37000 students, and over 270 Bachelors and 150 Masters Courses to choose from. With over 240 Bangladeshi students, it is the most popular University in the UK for students from Bangladesh.

Seminars and Interviews: Attended By Mark Bickerton, Director, Student Recruitment, Marketing and Communications, London Metropolitan University

Dhaka Seminar : 29th May Tuesday 2007, Time: 4.00 pm
Venue : MEGHNA, Pan Pacific Sonargaon Hotel, Dhaka.
30th May Wednesday 2007, Time: 3.00 pm
Venue : British Council Auditorium, 5 Fuller Road, Dhaka.

Dhaka Interview : 31st May Thursday 2007, Time: 10.00 am to 5.00 pm
Venue : Meeting room 1, British Council, 5 Fuller Road, Dhaka.
01st June Friday 2007, Time: 10.00 am to 5.00 pm
Venue : Bangladesh Liaison Office
Pan Pacific Sonargaon Hotel, Dhaka.

Chittagong Seminar : 2nd June Saturday 2007, Time: 4.00 pm to 6.00 pm
Venue : Laguna, The Peninsula Hotel, CDA Avenue, Chittagong.
Interview : 3rd June Sunday 2007, Time: 10.00 am to 5.00 pm
Venue : Coral room, The Peninsula Hotel, CDA avenue, Chittagong.

Sylhet Seminar : 9th June Saturday 2007, Time: 3.00 pm to 5.00 pm
Interview : 10th June Sunday 2007, 10.00 am to 5.00 pm
Venue : British Council Project Office auditorium
Al-Hamra Shopping City, Zindabazar, Sylhet.

Please bring your original Transcripts/certificates of your Qualifications along with one set of photocopies for Interviews.

For appointments:
Bangladesh Liaison Office, L 361, Pan Pacific Sonargaon Hotel, Dhaka 1215
Direct: 9122404, Facsimile: 9121028, Email: Bangladesh@londonmet.ac.uk
Student Hour: 11.00 am to 1.00 pm & 3.00 pm to 5.00 pm

British Council, 5 Fuller Road, Dhaka - 1000, Direct: 8618905-7
British Council, 77/A, East Nasirabad, Chittagong, Direct: 657884-6
British Council, Al-Hamra Shopping City (6th floor), Zindabazar, Sylhet, Direct: 814925

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Location