

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

Education : 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

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.

London Metropolitan University

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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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The Daily Star

Job Vacancy

H&M International Ltd. one of the leading European retailers searching for competent persons to fill the bellow 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 outdoor 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 considered.

Please mention the post in the top of the envelope.

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DAKKA FRIDAY MAY 25, 2007



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bad memories
are best forgotten...

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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. b) 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.

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Location