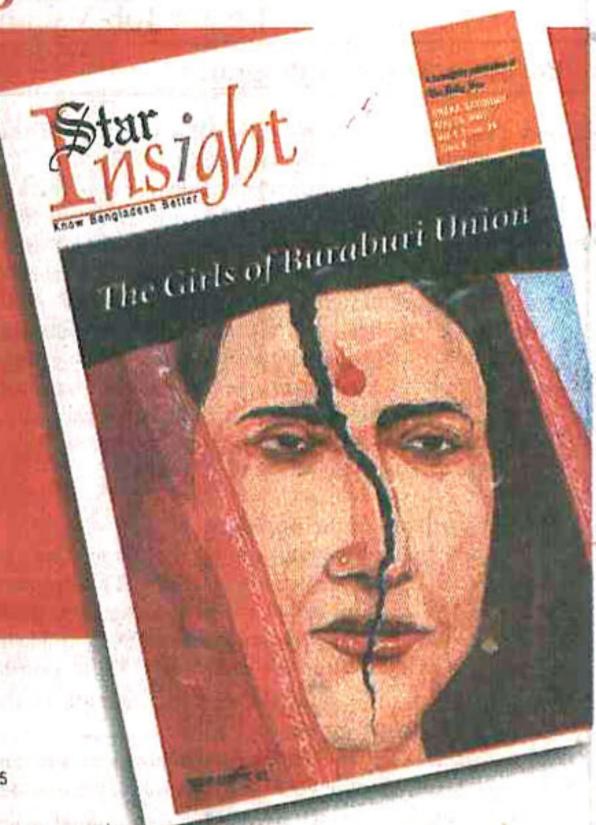


## Know Bangladesh Better

Read Star Insight, a fortnightly publication of The Daily Star. It's coming out twice a month every alternate Saturday along with our regular issue. The current issue (May 26, 2007) covers stories from Kurigram, Sylhet, Cox's Bazar, Sirajganj & Patuakhali. Coming out Tomorrow. Ask your hawker for your copy.



Send your comments & contribution to Star Insight  
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www.thedailystar.net/insight

## Employment Opportunities

United Nations Development Programme (UNDP) and European Commission (EC) Capacity Strengthening Component (CSC) of Rural Employment Opportunities for Public Assets (REOPA)



The Capacity Strengthening Component (CSC) of the Rural Employment Opportunities for Public Asset (REOPA) is the UNDP executed project for providing technical support to the REOPA. The CSC is part of the broader REOPA project described in the Technical and Administrative Provisions (TAP) of the Financing Agreement FOOD/2004/017004 (FA 2004) signed between the European Commission (EC) and the People's Republic of Bangladesh in December 2005. REOPA builds on the best practices, and lessons learnt of two former projects, namely the Rural Maintenance Programme (RMP), co-funded by EC, CIDA, and the Government of Bangladesh (GoB), and the Sirajganj Local Governance Development Fund Project (SLGDFP), co-funded by United Nations Capital Development Fund (UNCDF), United Nations Development Programme (UNDP) and GoB. This project will employ very poor people in public work schemes, which will benefit their households and the rural communities. A Capacity Strengthening Team (CST) will be set up to assist the Project Task Force (PTF) of REOPA. The CST aims to strengthen the capacity of central and local level government bodies and NGOs in designing, implementing and monitoring pro-poor and participatory projects, so that efforts made by REOPA are sustained. REOPA-CST is going to work in close harmony and cooperation with LGSP-LIC in the 6 districts namely Sirajganj, Narshingdi, Habiganj, Feni, Sathkhira and Barguna. United Nations Development Programme (UNDP) in Bangladesh invites applications from highly qualified, energetic, proactive and experienced Bangladeshi nationals for recruitment to the following posts with attractive salary packages and benefits:

### 1. Administrative Associate: (One position, Duty Station - Dhaka)

**Duties and Responsibilities:** The incumbent has to (a) Drafting and preparation of correspondence and other documents as per specified formats; (b) Maintain office records and reference files and monitoring the REOPA-CST assets and inventory; (c) Maintain database of programmes / projects; (d) Organize and coordinate administrative arrangements for seminars, conferences and meetings. (e) Assist the F&A Officer is budgeting and financial management; (f) Assist the F&A officer and management in local procurement; Support the Human Resources Management: Enter, maintain and certify administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems; Provide advice and guidance to staff with respect to administrative procedures, processes and practices; liaise with REOPA-CST offices in six REOPA districts and Dhaka; Prepare, process and follow-up on administrative arrangements and forms related to the official travel of staff; Prepare detailed maps for the needs of the REOPA-CST programme activities;

**Required Qualifications:** The incumbent must have a Bachelor degree from a recognized university with 5 years of experience in the relevant field, with a minimum 2 years experience in administrative matters. Capacity in drafting letters, office documents etc. in English and Bengali. Proficiency in various computer literacy in MS-Word, MS-Excel, MS-PowerPoint, e-mail operation Internet browsing etc. Demonstrated ability to develop and maintain effective work relationships GoB, NGOs and UN Agencies. Ability to write in a clear and concise manner and to communicate effectively orally. Fluency in both written and spoken English and Bangla is must. Proven track/examples of sensitiveness/respect to gender activities

### 2. Field Assistant: (Six positions, Duty Stations - Sirajganj, Narshingdi, Habiganj, Feni, Sathkhira & Barguna)

**Duties and Responsibilities:** The incumbent has to maintain in- coming and out-going documents, preserve project files/documents, provide support to District Officer. S/he will prepare routine correspondence and general reference documents, organize data and information, maintain records, files and documents to facilitate field level implementation. She/he will also deliver important correspondences to different key stakeholders. The Office Assistant will also provide logistical support to workshops/seminars and other programme activities. S/he will also carry out necessary tasks as assigned by higher authority. Performs additional tasks on ad-hoc basis as instructed by District Officer. Ensuring enabling environment as no workplace harassment, sexual harassment and abuse of authority takes place and proven track/examples of sensitiveness/respect to gender activities.

### 3. Finance Assistant: (One position, Duty Station - Dhaka)

**Duties and Responsibilities:** The incumbent has to provide financial services ensuring high quality, accuracy and consistency of work. The Finance Assistant promotes a client-oriented approach consistent with EC and UNDP rules and regulations. S/he will maintain accounts of all transactions and prepare vouchers according to the standard procedures of the UNDP, EC and PIG. Will assist in ensuring that all transactions are made according to the specified rules of UNDP and EC within the approved budget. Assist in preparing periodical financial statements and reports as and when required, prepare quarterly fund requisitions and financial statements and take necessary actions to submit to UNDP by the scheduled date. Assist in prepare expenditure statement and budget variations and initiate budget revision when it is deemed necessary; Assist in prepare financial statements and reports for the Auditors and respond to all audit queries and observations in time. Perform other relevant work to be assigned by the project. Assist in ensuring enabling environment for all staff as no workplace harassment, sexual harassment and abuse of authority takes place. Proven track/examples of sensitiveness/respect to gender.

**Required Qualifications:** The incumbent must have a Bachelor in Finance/Commerce/Business Administration and having minimum five years experience in relevant field. Proficiency in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems is required. Demonstrated ability to develop and maintain effective work relationships GoB, NGOs and UN Agencies. Ability to write in a clear and concise manner and to communicate effectively orally.

### 4. MIS Assistant: (One position, Duty Station - Dhaka)

**Duties and Responsibilities:** The incumbent has to (a) assist in designing the MIS of the REOPA-CST project; (b) participate in finalization of the design in the study & identification of the sample; (c) participate in the recruitment of the data collectors/survey/assessment; (d) undertake/provide training of the data collectors (including a short field test); (e) supervise & organize logistics of data collection; (f) responsible for quality of data collection; (g) responsible for the quality of data entry; and (h) contribute to the different reports of the projects, as and when required.

**Qualifications and Experience Required:** The incumbent must have a Bachelor degree (B.Sc/B.Com) along with minimum 5 years of significant MIS experience. Skills are essential in the areas of supervision & field supervision of data collectors, and supervision of the quality of data entry. S/he must have demonstrated MIS experience local development related assessment/survey and also experience in working in the rural areas. Have demonstrated capacity to lead and supervise field teams of data collectors, have capacity to collaborate with officials and communities. Willing to spend long hours in a difficult geographical environment, and should have additionally at least 3 years of experience in supervising data entry. Proficiency in various computer literacy in MS-Word, MS-Excel, MS-PowerPoint, e-mail operation Internet browsing etc is required. Knowledge of Access and SPSS will be an asset.

### 5. Driver: (Two positions, Duty Station - Dhaka)

**Duties and Responsibilities:** The incumbent has to (a) drive the office vehicle(s) within Dhaka city and on field trips outside Dhaka to meet the transportation needs of the REOPA-CST personnel; (b) be responsible for day-to-day maintenance of the assigned vehicle(s); (c) perform minor repairs as and when necessary and ensure that the vehicle is kept neat and clean; (d) log official trips, daily mileage, gas consumption, oil changes, greasing etc; (e) ensure that the steps required by rules and regulations are taken in case of involvement in accident; (f) collect and deliver mail, pouches and other communication materials to and from the post office(s), affiliated offices and within the office(s); (g) sort, deliver and pick up mails from various places and keep records as required; and (h) carrying out other tasks as advised by the supervisor.

**Required Qualifications and Experience:** The incumbent must have a Class X and a valid driving license, a defensive driving certification is preferred, knowledge of Bangladesh's driving rules and regulations and practice of abiding by traffic rules/laws. At least 5-year experience as a driver, preferably in international organizations, with safe driving record and working skills in English and Bangla are essential.

**Submission of Application:** Applications should be submitted in English and include a covering letter, recent photograph of the applicant and the CV. Applications addressed to the Assistant Country Director (Human Resources) should be sent, quoting the post title on the envelope, to UNDP, GPO Box: 224, Dhaka - 1000, or deposited into the Deposit Box at Ground Floor of IDB Bhaban (18th Floor), E-8-A, Begum Rokeya Sharani, Sher-e-Bangla Nagar, Dhaka by close of business on 6 June 2007. Incomplete applications will not be considered and only short-listed candidates will be contacted. Any attempt to influence the selection process in favour of any candidate will result in automatic disqualification of the recommended candidate.

Female candidates are encouraged to apply  
UN offices are a smoke-free work environment.

## Government of the People's Republic of Bangladesh

Local Government Engineering Department  
Second Rural Infrastructure Improvement Project: RIIP-II  
Agargaon, Sher-e-Bangla Nagar  
Dhaka-1207, Bangladesh

Memo No. LGED/PD/RIIP-II/P-01/07/286 Date: 23/05/07

## Corrigendum

Ref: Invitation for Bids (IFB), National Open Tendering Method (NOTM), Tender Notice Number: LGED/PD/RIIP-II/PG-06/2007-08, Dated: 03/05/07;

In clause No. 5 of the abovementioned tender notice, the dropping date of bids should be 17 June 2007 instead of 15 June 2007. All other clauses shall remain unchanged.

GD-1731 Project Director



## Career Opportunity Dhaka Ahsania Mission

Decentralized Total Sanitation Project (Dishari), Jointly implemented by Dhaka Ahsania Mission, Plan Bangladesh, WaterAid Bangladesh and WSP-World Bank with a view to piloting an Upazilla Total Sanitation model implemented by Union Parishad with active support of Upazilla Parishad and participation of all stakeholders. As the implementing organization Dhaka Ahsania Mission is seeking application from qualified candidates for the following positions of Central Office and Upazilla (Sadar, Melendaha & Bakshigonj of Jamalpur) offices.

1. **Upazilla Coordinator:** (Upazilla based, 1 Position, Gross salary- Tk.20,000 per month) Masters in Social Science or equivalent degree with 5 years experience in development activities preferable Water & Sanitation Program. Candidate must have skills on program planning, implementation, field monitoring, and coordination and report preparation in both English & Bengali. S/He must have experience in facilitation and community mobilization using PRA tools & techniques. (Age limit: not more than 40 years)

2. **Associate Training Coordinator :** (Dhaka based, 1 Position, Gross salary Tk.20,000 per month) Masters in Social Science or equivalent degree with 5 years experience on training in development field. Candidate should have skills to design & develop training curriculum, manual and facilitate training of the community, staff & local government personnel at Upazilla/ Union level. S/He must have experience on social mobilization using PRA tools and techniques. Candidate should have experience in preparing training report in English & Bengali with knowledge in computer. (Age limit: not more than 40 years)

3. **Project Engineer** (Dhaka based, 1 position, Gross salary Tk.16,000-18,000 per month) B.Sc. in Civil /Environmental Engineering with 03 years experience in Water & Sanitation Program. S/He should have skills to provide technical input with ensuring environmental appropriateness and develop capacity of local stakeholders in water supply and sanitation related activities. Candidate must have skills for conducting action research on technological aspect and also have willingness to spend 50% time for field program implementation. (Age limit: not more than 40 years)

4. **Union Facilitator:** (Union based, Gross salary Tk.7,000 per month) Minimum Bachelor Degree in any discipline with 3 years experience in any development activities preferable water & sanitation. Candidates must have skills on conducting sessions, community level planning and monitoring and resource mobilisation using PRA tools/techniques. S/He should have experience to work with Union Parishad for ensuring participation of local stakeholders in program implementation. Local candidate would be encouraged. (Age limit: not more than 30 years)

5. **Associate Union Facilitator:** (Union Based, Salary- Tk.5000 per month) Bachelor of Social Science in any discipline. The experience on conducting session, community level planning and work with Union Parishad would be appreciable. Local candidate would be encouraged. (Age limit: not more than 30 years)

Age and qualification may be flexible for female and experienced candidates. Other benefits like bonus, gratuity etc. will be provided as per organization rules. Applications with CV, copies of academic and experience certificates, photograph, contact phone number and Postal Order of Tk. 50 in favor of Dhaka Ahsania Mission should reach the Director, HR Division, House # 19, Road 12 (New), Dhanmondi R/A, Dhaka- 1209 on or before 5th June 2007. Only short listed candidates will be called for interview. Females are encouraged in all positions.

## এসেন্সিয়াল ড্রাগস কোম্পানী লিমিটেড



৩৯৫-৩৯৭, ভেজগাঁও শিল্প এলাকা

ঢাকা-১২১৮

## সংশ্লিষ্ট দরপত্র বিজ্ঞপ্তি

ক্রমিক নং	দরপত্র নং ও তারিখ	বিবরণ	পার্যবর্ণ	সিকিউরিটি/ আনেকস্ট্রাইটিভ	দরপত্র সিউটেজের মূল্য (অফেরতেগ্য)	দরপত্র সিউটেজের শেষ তারিখ ও সময়	দরপত্র খোলা তারিখ ও সময়
০১।	ইডিসিএল/ক্রয়/লোকাল/ টেক্সের/২০০৭/৮১৭ তারিখঃ ২১/০৫/২০০৭ইং	১২ (বার) প্রকার প্লাস গ্লাস (Glass Ampoules) (সিউটেজ মেটারেক)	৪০.২০ লক্ষ	২.৫%	ঢাকা ২,০০০.০০ সকল ১১.০০	২০/০৬/২০০৭ইং সকল ১১.০৫ ঘটিকা	২০/০৬/২০০৭ইং সকল ১১.০৫ ঘটিকা

সকল কার্যালয়সময়ে অফিস চলাকালীন সময়ে উপরোক্ত কার্যালয় হতে শর্ত ও নিয়মাবলীসহ দরপত্র সিউটেজের তারিখ করা যাইবে। উপরোক্ত দেশ যাহাদের ভাত্তা প্রেজিস্ট্রেশন নাই। দরপত্র খোলার দিনে দেশ দরপত্র সিউটেজের বিতরণ করা হতে পারে।

মোঃ বিজেতুল-উল-আলম  
ইনসেক্ট, ঢাকা বিভাগ  
পদক্ষেপ ব্যবস্থাপনা পরিচালক

Office of the Superintending Engineer (P)  
Khulna Zone, REB, Chanchra, Jessor.

Phone/Fax : (0421) 68875/67931  
e-mail: rebsekln@btb.net.bd

Memo No.REB/SE(P)/Sapro-04/2007-370

Dated : 21.05.2007

## RE-INVITATION FOR BID

1.	Ministry/Division	Power, Energy & Mineral Resources/Power Division.
2.	Agency	Rural Electrification Board.
3.	Name & address of Procuring Entity	Rural Electrification Board, Office of the Superintending Engineer (P) Khulna Zone, REB, Chanchra, Jessor.
4.	Invitation For	Bid for work 01 (one) Package.
5.	Procurement Method	Open Tendering Method.
6.	Budget & Source of Funds	Government of Bangladesh.
7.	Project Name	Area Coverage Rural Electrification Phase- 9 PBS I & E
8.	Last Date & Time for selling Tender Documents	11.06.2007 within office hour.
9.	Last date for submission of tender.	12.06.2007 up to 12.00 noon
10.	Name & Address of office, Date & Time for opening of Tenders.	Office of the Superintending Engineer (P) Khulna Zone, REB, Chanchra, Jessor on 13.06.2007 at 3.00 noon.
11.	Name & Address of the Offices Selling Tender Documents	Office of the Chief Engineer (P), REB, HQ, building (3rd floor), Nikunza-2, Khilkhet, Dhaka. & Office of the Superintending Engineer (P) Khulna Zone, REB, Chanchra, Jessor.
12.	Name & Address of the Offices of the Receiving Tenders	<ul style="list-style-type: none"> <li>* Office of the Chief Engineer (P), REB, HQ, building (3rd floor), Nikunza-2, Khilkhet, Dhaka.</li> <li>* Office of the Superintending Engineer (P) Khulna Zone, REB, Chanchra, Jessor.</li> <li>* Office of the Executive Engineer, Project Division, REB, 268, Khanjahan Ali Road, Khulna.</li> <li>* Office of the Executive Engineer, Project Division, REB, Justice Morshed Sarak, Court Para, Kushtia.</li> </ul>
13.	Short description of the packages :-	
14.	Bid Package no.	Description of works/Tender name
23/2006-07	226	Construction of 2-storied E-Type Building 2 units (one unit in each floor) with 4 storied foundation.
14.	Price of tender documents.	Tk. 750/- (non-refundable) for each tender document in the form of Bank Draft/Pay order in favour of REB, Dhaka from any schedule Bank of Bangladesh (except REB black listed Bank).
15.	Eligibility of Tenderers	<ul style="list-style-type: none"> <li>a) The Civil contractors enlisted in REB, Govt./Semi-Govt./</li></ul>